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HOME DEPARTMENT

Framing of Tamil Nadu Prison Rules - 2024

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(DEPARTMENT OF PRISONS AND CORRECTIONAL SERVICES, TAMIL NADU)

Tamil Nadu Prison Rules, 2024

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In exercise of the powers conferred by section 5 of the Prisons Act, 1894 (Central Act IX of 1894) and all the powers here unto enabling and in supersession of the Tamil Nadu Prison Rules, 1983, the Governor of Tamil Nadu hereby makes the following Rules: -

TAMIL NADU PRISON RULES, 2024

CHAPTER – I

1. Short title, extent and commencement. - (1) These rules may be called the Tamil Nadu Prison Rules, 2024.

(2) They shall extend to all the Central Prisons, Special Prisons, District Jails, Special Sub-Jails and Sub-Jails in the whole of Tamil Nadu.

(3) These rules shall come into force on the date of publication in the Tamil Nadu Government Gazette.

2. Definitions.- In these rules, unless the context otherwise requires,-

- (i) **“Act”** means the Prisons Act, 1894 (Central Act IX of 1894);
- (ii) **“adult prisoner”** means any prisoner who is more than 21 years of age;
- (iii) **“casual prisoner”** means a convicted criminal prisoner other than a habitual offender;
- (iv) **“civil prisoner”** means any prisoner who is not committed to custody under a writ, warrant or order of any Court or authority exercising criminal jurisdiction, or by order of a Court martial and who is not a detainee;
- (v) **“Court”** includes any Officer or body lawfully exercising civil, criminal or revenue jurisdiction;
- (vi) **“competent authority”** means any Officer having jurisdiction and due legal authority to deal with a particular matter in question.
- (vii) **“Convict”** means any prisoner under sentence of a court exercising criminal jurisdiction or Court-martial and includes a person detained in prison under the provisions of Chapter IX of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and the prisoners Act of 1900 (Central Act 3 of 1900).
- (viii) **“correctional administration”** means the administration of services aimed at the reformation and rehabilitation of the prisoner;
- (ix) **“correctional personnel”** means personnel engaged by the correctional administration in the Department of Prisons and Correctional Services;
- (x) **“detenue”** means any person detained in prison on the orders of the competent authority under the relevant preventive laws;
- (xi) **“Director General of Prisons and Correctional Services”** means an Officer appointed as such by the Government;
- (xii) **“geriatric prisoner”** means a prisoner who is 60 years of age or above and medically unable to manage his daily affairs independently without assistance;
- (xiii) **“Government”** means the State Government;
- (xiv) **“habitual offender”** means a prisoner classified as such in accordance with the provisions of law or rules;
- (xv) **“high-risk offender”** means a prisoner with high propensity towards violence, escape, self-harm, disorderly behaviour, and likely to create unrest in the jail and threat to public order, which includes persons intermittently suffering from suicidal tendencies, and persons with substance-related and addictive disorders suffering from intermittent violent behavior
- (xvi) **“history ticket”** means the ticket exhibiting such information as is required in respect of each prisoner by the Act or the rules thereunder;
- (xvii) **“inmate”** means any person lawfully kept in an institution;
- (xviii) **“institution”** means a place where prisoners are lawfully confined;

- (xix) **“Magistrate”** shall include every person exercising all or any of the powers of a Magistrate under the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023);
- (xx) **“Medical Officer”** means a Medical Officer referred to in section 6 of the Act;
- (xxi) **“Military prisoner”** means a prisoner convicted by Court martial;
- (xxii) **“offence”** means any act or omission made punishable by any law for the time being in force;
- (xxiii) **“Offender”** includes an young offender and adult convicted prisoner;
- (xxiv) **“open air prison”** means any place declared as such for the detention of prisoners under any Act or rules for the time being in force;
- (xxv) **“Prison”** means any place used permanently or temporarily under the general or special orders of a State Government for the detention of prisoners, under Section 417 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or under section 457 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), as the case may be and includes all land and buildings thereto, but does not include any place for the confinement of prisoners, who are exclusively in the custody of the police.
- (xxvi) **“prisoner”** means any person duly committed to custody under the writ, warrant or order of any Court or competent authority exercising criminal or civil or revenue jurisdiction including any of the Houses of Parliament or State Legislature;
- (xxvii) **“Probation Officer”** means a Probation Officer as defined under clause (b) of section 2 of the Probation of Offenders Act, 1958 (Central Act XX of 1958);
- (xxviii) **“prohibited article”** means an article, the introduction or removal of which into or out of a prison is prohibited by any of the rules contained therein;
- (xxix) **“remand prisoner”** means a person who has been remanded to prison custody, pending investigation by the police for trial by the Court;
- (xxx) **“remission system”** means the rules for the time being in force regulating the award of marks to, and the consequent sentences of, prisoners in jails;
- (xxxi) **“under-trial prisoner”** means a person who has been committed to prison custody pending trial by the Court.
- (xxxii) **“young offender”** means any prisoner who has attained the age of 18 years and has not attained the age of 21 years.

CHAPTER- II

INSTITUTIONAL FRAMEWORK

3. Prison system.- (1) There shall be a diversified prison system to meet the custodial and correctional needs of various categories of prisoners. Each prison shall to be constructed and maintained on the basis of certain well-defined norms. The prison structure shall be designed to provide all the necessary facilities for prisoners to be treated as human beings and subject them to an environment conducive for their reformatory treatment.

(2) The following criteria shall be adopted for the establishment of prisons: -

- (i) Sufficient numbers of prisons shall be established as far as possible so as to provide minimum needs essential to maintain standards of living in consonance with human dignity.
- (ii) The prisons administration shall ensure that the prisoners human rights are respected.
- (iii) The prisons administration shall ensure separation of the following categories of prisoners: -
 - (a) Women
 - (b) Young offenders
 - (c) Under-trials

- (d) Convicts
 - (e) Civil prisoners
 - (f) Detenues
 - (g) High-risk offenders
 - (h) Transgender
- (iv) The prisons administration shall endeavour to prepare prisoners to lead a law abiding, self-supporting, reformed and socially rehabilitated life.
- (v) Diversified institutions shall be set up according to the requirements.
- (vi) Norms regarding maximum population for different categories of prisons shall be laid down, an order to make prisons efficiently manageable units.
- (vii) The service conditions of Prison staff shall be such as to secure and retain the best suited and qualified persons.
- (viii) Efforts shall be made to enlist community participation in effective administration of prison programmes.

(3) Kinds of prisons.- Prisons shall be of five kinds, namely, Central Prisons, Special Prisons, District Jails, Special Sub-Jails and Sub-Jails.

Explanation: Open Air Prisons and Special Prisons for Women are classified as Special Prisons.

4.Special prison for women.- All women remand and under-trial prisoners and women convict prisoners sentenced to more than one month committed by the Courts in the District mentioned in column (2) of the Table below shall be committed to the prison mentioned in the corresponding entry in column (1) of the said Table:-

THE TABLE
SPECIAL PRISONS FOR WOMEN

<i>Name of Special Prison</i>	<i>Name of the Districts in which the committing Courts are situated</i>	<i>Details of prisoners</i>
(1)	(2)	(3)
(i) Special Prison for Women, Vellore.	Vellore, Tirupattur, Ranipet, Thiruvannamalai, Dharmapuri, Krishnagiri, Villupuram, Cuddalore and Kallakurichi.	All women remand, under-trial and convicted prisoners.
	Kancheepuram.	Women Remand and Under-trial prisoners.
(ii) Special Prison for Women, Tiruchirappalli.	Tiruchirappalli, Pudukottai, Karur, Thiruvarur, Perambalur, Ariyalur, Nagapattinam, Mayiladuthurai and Thanjavur.	All women remand, under-trial and convicted prisoners.
(iii) Special Prison for Women, Chennai at Puzhal	Chennai, Chengalpattu, and Thiruvallur.	All women remand, under-trial, convicted prisoners.
	Kancheepuram.	Convicted women prisoners.
	All Districts in the State.	Foreign women prisoners.

<i>Name of Special Prison</i>	<i>Name of the Districts in which the committing Courts are situated</i>	<i>Details of prisoners</i>
(1)	(2)	(3)
(iv) Special Prison for Women, Coimbatore.	Coimbatore, Tiruppur, Erode, The Nilgiris, Salem, Namakkal.	All women remand, under-trial and convicted prisoners.
(v) Special Prison for Women, Madurai.	Madurai, Sivagangai, Virudhunagar, Dindigul, Tirunelveli, Thenkasi, Thoothukudi, Kanniyakumari, Ramanathapuram, Theni.	All women remand, under-trial and convicted prisoners.

5. Confinement of prisoners.- (1) Except as otherwise provided in these rules, the prisoners sentenced to imprisonment for life and those for a period exceeding three months mentioned in column (3) of the Table below convicted and sentenced by the Courts in the district mentioned in column (2) thereof, shall be committed to the prison mentioned in the corresponding entry in column (1) of the said Table:-

THE TABLE
CENTRAL PRISONS

<i>Name of Prison</i>	<i>Name of the Districts in which the committing Courts are situated</i>	<i>Details of prisoners</i>
(1)	(2)	(3)
(i) Central Prison-I, Chennai at Puzhal.	Chennai, Thiruvallur, Kancheepuram and Chengalpattu.	All men convict prisoners, civil debtors (Chennai, Kancheepuram, Chengalpattu and Thiruvallur Districts) and men convict foreign prisoners sentenced by the Courts all over Tamil Nadu.
(ii) Central Prison-II, Chennai at Puzhal.	Chennai, Thiruvallur and Chengalpattu.	All men remand and under-trial prisoners, detenues, and men remand/under-trial foreign prisoners remanded by the Courts all over Tamil Nadu.
(iii) Central Prison, Madurai.	Madurai, Ramanathapuram, Theni, Virudhunagar, Sivagangai and Dindigul.	All men prisoners.
(iv) Central Prison, Tiruchirappalli.	Tiruchirappalli, Pudukkottai, Thanjavur, Thiruvarur, Ariyalur, Karur and Perambalur.	All men prisoners and civil debtors except Chennai, Kancheepuram, Chengalpattu, Thiruvallur and the Nilgiris Districts.
(v) Central Prison, Coimbatore.	The Nilgiris, Coimbatore, Erode and Tiruppur.	All men prisoners.
(vi) Central Prison, Palayamkottai.	Tirunelveli, Thoothukudi, Kanniyakumari and Thenkasi.	All men prisoners.
(vii) Central Prison, Vellore.	Vellore, Thiruvannamalai, Ranipet and Tirupattur.	All men prisoners.
	Kancheepuram.	Remand and under-trial prisoners and detenues.
(viii) Central Prison, Cuddalore.	Cuddalore, Villupuram, Nagapattinam, Kallakurichi and Mayiladuthurai.	All men prisoners.

<i>Name of Prison</i>		<i>Name of the Districts in which the committing Courts are situated</i>	<i>Details of prisoners</i>
(1)		(2)	(3)
(ix)	Central Prison, Salem.	Salem, Namakkal, Dharmapuri and Krishnagiri.	All men prisoners.

DISTRICT JAILS

(2) All male remand and under-trial prisoners and male prisoners sentenced to less than three months committed by the Courts in the district mentioned in column (2) of the Table below shall be committed to the corresponding jails mentioned in column (1) thereof: -

THE TABLE

<i>Name of District Jails</i>	<i>Name of the Districts in which the committing Courts are situated</i>	<i>Particulars of sentence.</i>
(1)	(2)	(3)
District Jail, Tiruppur.	Tirupur District.	All male remand and under-trial prisoners and male prisoners sentenced to less than three months.
District Jail, Dharmapuri.	Dharmapuri District.	
District Jail, Villupuram.	Villupuram District.	
District Jail, Theni.	Theni District.	
District Jail, Dindigul.	Dindigul District.	
District Jail, Virudhunagar.	Virudhunagar District.	
District Jail, Ramnathapuram.	Ramnathapuram District.	
District Jail, Nagapattinam.	Nagapattinam District.	
District Jail, Kanniyakumari At Nagarcoil.	Kanniyakumari District.	
District Jail, Thoothukudi at Perurani.	Thoothukudi District.	
District Jail, Chengalpattu.	Chengalpattu District.	
District Jail, Pudukottai.	Pudukottai District.	
District Jail, Erode at Gopichettyalayam.	Erode District.	
District Jail, Salem at Attur.	Salem District.	

BORSTAL SCHOOL

(3) The young offenders shall be confined in the Borstal School, Pudukottai constituted under the Tamil Nadu Borstal School Act, 1925 (Tamil Nadu Act V of 1926).

OPEN AIR PRISON

(4) There shall be open air prisons as mentioned in column (1) of the Table below, which shall be controlled by the corresponding central prisons mentioned in column (2) thereof: -

THE TABLE

<i>Name of Open Air Prison</i>	<i>Particulars of sentence</i>
(1)	(2)
Purasaraiudaippu.	Convict prisoners transferred from other prisons subject to eligibility.
Singanallur.	
Open Air Prison, Salem.	

Explanation.- (i) The criminal or civil prisoners committed by Courts in the Nilgiris district shall be committed to Sub-Jail, Uthagamandalam.

(ii) Remand and under-trial prisoners and also the prisoners sentenced to one month and below shall be committed in the respective Sub-Jails/Special Sub-Jails.

(iii) Women remand, under-trial prisoners and imprisonment exceeding one month shall be committed to the Special Prisons at Chennai at Puzhal, Vellore, Tiruchirappalli, Coimbatore and Madurai. Other women remand and under-trial prisoners shall be committed to Women Sub-Jails whichever is nearer to the committing Court.

(5) Men prisoners sentenced to death in the districts mentioned in column (1) of the Table below shall be committed to the prisons mentioned in the corresponding entry in column (2) thereof: –

THE TABLE

<i>Name of District</i> (1)	<i>Name of Prison</i> (2)
Ramanathapuram, Madurai, Theni, Dindigul, Virudhunagar and Sivagangai.	Central Prison, Madurai.
Tirunelveli, Kanniyakumari, Tenkasi and Thoothukudi.	Central Prison, Palayamkottai.
Tiruchirappalli, Pudukkottai, Thanjavur, Nagapattinam, Mayiladuthurai, Karur, Ariyalur, Perambalur and Thiruvarur.	Central Prison, Tiruchirappalli.
Vellore, Ranipettai, Tirupathur, Thiruvannamalai, Krishnagiri, Dharmapuri, Cuddalore, Villupuram and Kallakurichi.	Central Prison, Vellore.
Coimbatore, Tiruppur, Erode and the Nilgiris.	Central Prison, Coimbatore.
Salem and Namakkal.	Central Prison, Salem.
Chennai, Thiruvallur, Kanchipuram and Chengalpattu.	Central Prison-I, Chennai at Puzhal.

(6) Women prisoners sentenced to death in the districts mentioned in column (1) of the table below shall be committed to the prisons mentioned in the corresponding entry in column (2) thereof: –

THE TABLE

<i>Name of District</i> (1)	<i>Name of Prison</i> (2)
Chennai, Thiruvallur, Kanchipuram and Chengalpattu.	Special Prison for Women, Chennai at Puzhal.
All other Districts.	Special Prison for Women, Vellore.

CHAPTER – III

HEADQUARTERS ORGANISATION

I. DIRECTOR GENERAL OF PRISONS AND CORRECTIONAL SERVICES.

6. Director General of Prisons and Correctional Services as Head of the Department.- (1) The Director General of Prisons and Correctional Services shall be the head of the Department of Prisons and Correctional Services and shall, subject to such general or special orders as may be issued by the Government from time to time exercise control and superintendence over all prisons in the State and shall be responsible for the internal management and economy of the Department of Prisons and Correctional Services.

(2) The general functions of the Director General of Prisons and Correctional Services shall be,-

- (i) to implement prison policies as laid down by the State Government;
- (ii) to plan, organise, direct, coordinate and control the various prisons and correctional services;
- (iii) to define the functions and fix lines of authority and channels of command of the prison personnel;
- (iv) to inspect institutions with special reference to care, welfare, training and treatment of inmates, staff training, discipline and welfare, etc.

(3) Director General of Prisons and Correctional Services may sanction any item of expenditure provided in the budget, but the sanction of State Government shall be obtained to all special and unusual charges for which distinct provision has not been made or which are newly entered in the budget.

(4) The Director General of Prisons and Correctional Services shall manage the personnel in the department and exercise disciplinary powers, including powers of redeployment of staff on par with the powers of the Director General of Police / Head of Police Force.

7. Channel of communication. - The Director General of Prisons and Correctional Services shall be the channel of communication between the Government and the Subordinate Officers in the prisons and Correctional Services Department :

Provided that in extreme urgency any Officer not below the rank of Superintendent of Prisons may address the Government direct but on such occasions the Officer concerned shall send simultaneously a copy of such communication to the Director General of Prisons and Correctional Services.

8. Control of expenditure. - Subject to the rules and orders issued by the Government in the Finance Department, from time to time, and with reference to the requirements of the Accountant-General, the expenditure of the Prisons and Correctional Services Department shall be controlled by the Director General of Prisons and Correctional Services. The Director General of Prisons and Correctional Services shall annually submit to Government in the Finance Department and the Administrative Departments, the prescribed budget of charges and receipts on or before the due dates as may be prescribed by Government from time to time. At the commencement of each official year, he shall distribute the total budget allotment among the prisons in the State. The Director General of Prisons and Correctional Services shall follow the instructions contained in the Tamil Nadu Budget Manual in operating this rule.

9. Audit of bills. - The Director General of Prisons and Correctional Services shall audit all bills for expenditure, except bills for charges relating to.-

- (a) Public works;
- (b) Stationery supplied by the Stationery Department; and
- (c) Medicines supplied by the Officer in-charge of the Tamil Nadu Medical Services Corporation Limited, Chennai.

10. Financial powers of the Director General of Prisons and Correctional Services.- The Director General of Prisons and Correctional Services shall have and exercise all the financial powers conferred on him by the relevant provisions of Tamil Nadu Financial Code and also other powers conferred by Government from time to time.

11. Power to sanction contracts. - The Director General of Prisons and Correctional Services is authorized to sanction all contracts necessary for the due and economical administration of the prisons under his control. Every contract for the supply of articles required for the prison or which imposes a recurring liability on the prisons shall be drawn up in Form No. 40 and except in the case of contracts with Government Departments, shall be duly stamped. No contracts or agreement shall be considered valid unless executed by the Deputy Inspector-General of Prisons concerned range.

12. The Director General of Prisons and Correctional Services shall have the powers to make meritorious entry for the conspicuous good service rendered by the executive staff belonging to the Tamil Nadu Jail Subordinate Service in the service register.

13. Institution of civil suits.- The Director General of Prisons and Correctional Services is authorized to sanction the institution of any civil suit for money due to the prison provided he is satisfied that the claim is well founded and the debtor is possessed of property against which a decree, if obtained, could be executed. He may also sanction the institution of civil suits against defaulting contractors and others, provided that no such suit shall be instituted except on the advice of the local Government Pleader, to whom a concise and a clear statement of the case, shall be submitted for opinion. No civil suit shall be instituted until all other means of obtaining satisfaction have been tried and have failed. Every case in which notice of suit against the Prisons and Correctional Services Department or against any Prison Officer for acts done in his official capacity is received, shall be reported to Government for orders.

14. Inspection of Prisons by Director General of Prisons and Correctional Services.- (1) The Director General of Prisons and Correctional Services shall visit every Central Prison, Special Prisons for Women, Open Air Prisons and also Special Sub-Jails frequently, but not less than once in a calendar year and during such visit, he shall carry out a full inspection of fifty per cent of these institutions in each range in accordance with the questionnaire approved by the Government.

(2) During each inspection, he shall examine whether the classification of prisoners has been done on proper lines and whether the labour to which each prisoner is put is such as to train him for eventual rehabilitation and resocialisation in society after his release.

(3) He shall personally see every prisoner in confinement in the prison and shall give every prisoner a reasonable opportunity of making any application or complaint and shall investigate and dispose of the same properly.

(4) He shall inspect the yards, wards, cells, work sheds and other enclosures. He shall examine the garden and shall enquire into the adequacy and fitness of the water supply conservancy arrangements and medical administration. He shall see the food and ascertain that it is of proper quality and quantity. He shall generally satisfy himself that the buildings and premises are in proper order.

(5) He shall inspect all journals, registers and books maintained in every part of the prison and initial or countersign them in token that he is satisfied that they are maintained in accordance with rules. He shall satisfy himself that the orders of Government regarding the arrangement and periodical destruction of records are observed.

(6) He shall inspect the warder establishment, satisfy himself as to its proficiency in drill and musketry, inspect arms and accoutrements, and test the ability of Jailers, Deputy Jailers, Assistant Jailers, Chief Head Warders and Gate Keepers to drill the guards.

(7) He shall examine whether the prison staff is adequate and whether discipline amongst the staff has been properly maintained.

(8) He shall examine whether sufficient labour is available for prisoners sentenced to rigorous imprisonment and if so whether adequate task is extracted from the prisoners.

15. Memorandum of inspection to be supplied to the Superintendent.- Immediately after the inspection, the Director General of Prisons and Correctional Services shall communicate to the Superintendent of the concerned prison a copy of the questionnaire duly filled in together with such further suggestions or orders as he thinks fit for the guidance of the Superintendent. He shall also simultaneously forward a copy of questionnaire to Government.

16. Special report in certain cases.- The Director General of Prisons and Correctional Services shall submit to Government a special report regarding any prison which he considered to be in an unsatisfactory state with the explanation of the Superintendent concerned.

17. Annual Administration Report.- The Director General of Prisons and Correctional Services shall submit to Government annually soon after the 31st December and in any case not later than the 15th April a detailed report on the prison administration of the previous calendar year together with such statistical and other statements, returns and information as the Government may from time to time require. The report shall show the inspections made during the year by the Director General of Prisons and Correctional Services and shall state whether the orders of Government regarding records and service books have been observed.

18. Duties with regard to prisoners with mental illness.- The Director General of Prisons and Correctional Services shall once at least in six months inspect and submit a special report upon every person detained in a prison under the provisions of section 369 or section 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) or sections 376 and 377 of the said code or sections 330 or 335 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) and sections 337 and 338 of the said code empowers to grant certificates in certain cases.

II. INSPECTOR GENERAL OF PRISONS AND CORRECTIONAL SERVICES AT HEADQUARTERS

19. Inspector-General of Prisons at Headquarters.- (1) The Director General of Prisons and Correctional Services shall have an Inspector-General of Prisons in the Headquarters to assist him in his work.

- (2) Inspector-General of Prisons (Headquarters) shall be the head of Office of the Director General of Prisons and Correctional Services and shall be immediately subordinate to Director General of Prisons and Correctional Services.
- (3) **Appointing Authority.-** Inspector-General of Prisons (Headquarters) shall be the appointing authority for the C and D Group of Government servants in the office of the Director General of Prisons and Correctional Services.
- (4) **Transfer of prisoners.-** The Inspector-General of Prisons (Headquarters) shall be the authority to order transfer of prisoners from one Central Prison to another whenever necessary due to over crowding or on disciplinary grounds or on Medical Grounds.
- (5) **Transfer of Warders.-** The Inspector-General of Prisons (Headquarters) shall be the authority to transfer Grade I and Grade II Warders from one prison to another prison, including Sub-Jails.
- (6) The duties and responsibilities of the Inspector-General of Prisons shall be as follows:-
 - (i) Filing of affidavits and Counter Affidavits in various Courts on behalf of the Director General of Prisons and Correctional Services in consultation with the Head of the Department wherever necessary, in respect of cases relating to prisoners and Staff.
 - (ii) Correspondence pertaining to permission to the Students, Scholars and research fellows of Schools, Colleges and Universities to visit prisons.
 - (iii) Correspondence pertaining to granting of permission to Non-Governmental Organizations for religious discourses, programme of reformation and rehabilitation of prisoners.
 - (iv) Granting permission to receive raw rations from Non- Governmental Organizations for preparing special food on festivals.
 - (v) Granting permission to receive articles on donation from philanthropists associations or charitable body for the use of prisoners.
 - (vi) Sanction of earned leave, un-earned leave on medical certificate, un-earned leave on private affairs, extraordinary leave, maternity leave, hospital leave and leave travel concession in respect of Office Superintendent / Sub-Inspector of Police (Technical Wing, Vigilance Wing) working in Prison Headquarters, Chennai.
 - (vii) Sanction of surrender of leave salary in respect of Office Superintendent / Sub Inspector of Police (Technical Wing, Vigilance Wing) working in Prison Headquarters subject to the Government orders in force from time to time.
 - (viii) Sending Pension proposals in respect of Office Superintendent/Sub Inspector of Police (Technical Wing, Vigilance Wing) working in Prison Headquarters.
 - (ix) Sanction of stitching charges to Duffadors / Office Assistants.
 - (x) Approving of audit reports of all Sub-Jails, Special Sub-Jails, District Jails, Open Air Jails and Probation wing.
 - (xi) Sanction of fuel bill for the vehicles in Prison Headquarters.
 - (xii) Pay fixation, sanction of increments to the post of Additional Superintendent of Prisons, Jailer, Psychologist, Senior Administrative Officer, Administrative Officer, Office Superintendent / Office Manager and Welfare Officer.
 - (xiii) Declaration of Probation in respect of the post of Jailer, Psychologist, Regional Probation Officer, Probation Officer, Administrative Officer and Welfare Officer.
 - (xiv) Sanction of additional charge allowance to the post of Additional Superintendent of Prisons, Jailer, Regional Probation Officer and Probation Officer.
 - (xv) Sanction of fees for the prisoners, who are applying for any Government examination / Diploma or Degree Course, etc. in the Universities.
 - (xvi) Sanctioning of GPF advance / part final withdrawal, festival advance and Counter signing of tour travelling allowance and transfer travelling allowance in respect of the post of 'B' Group in Prison Headquarters.
 - (xvii) Sanctioning of procurement of beds for Prison Hospitals.

- (xviii) Sanction of advance to purchase of Two wheelers/Four wheelers to Government servants below the post of Assistant Accounts Officer in Prison Headquarters and below the post of Administrative Officer/ Additional Superintendent of Prisons /Regional Probation Officer/ Probation Officer in Subordinate Offices.
- (xix) Sanction of advance for the purchase of computer to Government servants below the post of Administrative Officer/Additional Superintendent of Prisons/Regional Probation Officer/ Probation Officer.
- (xx) Disposing the unclaimed property of prisoners above Rs.1000/-
- (xxi) Sanction for the purchase of civil store articles/computer accessories/telephones/fire extinguishers and refilling and maintenance value up to Rs.50,000/-.
- (xxii) Entering into Annual Maintenance Contract for Computer, Printer, Xerox Machine/Digital EPABX system/UPS/ Risograph Digital Duplicator/Air Conditioner, etc., value upto Rs.25,000/-.
- (xxiii) Entering into Annual Maintenance Contract for Audio, Video, Boiler, Telephone Booth, Generator, CCTV (Prison Headquarters), DFMD, Lift, etc., value upto Rs.25,000/-.
- (xxiv) Purchase of spare parts for Telephone Booth, Steam Boiler, CCTV etc., value upto Rs.25,000/-.
- (xxv) Writing-off Book value of live stock lost or dead.

<i>Details</i>	<i>Maximum limit of write-off by Inspector-General of Prisons (Headquarters) of in each case</i>	<i>Total amount not exceeding in a year</i>
i) For live stock.	Rs.5000/-	Rs. 20,000/-
ii) For dairy animals.	--	Rs.25,000/-
iii) Birds in Prison poultries.	Rs.5000/-	Rs.15,000/-

- (xxvi) Sanction for purchase of all medical equipment and related items required for Prison Hospital above Rs.10000/- up to Rs.25000/-.
- (xxvii) According permission for disposal of medical waste above Rs.10000/- up to Rs.25000/-.
- (xxviii) He shall be the disciplinary authority in respect of the post of Office Superintendents/Office Manager, Jailer, Additional Superintendent of Prisons, Welfare Officer, Psychologist, Regional Probation Officer and Probation Officer.
- (xxix) **Sanctioning indents for stationery.-** He shall be the authority to sanction the indents for articles of stationery and also for placing indents for articles for which scales of supply and period of wear and tear are fixed. When the articles are received, he shall ensure that the conditions stipulated in the indents are not contravened.
- (xxx) He shall visit/inspect at least two Sub-jails in each of five ranges in a year.
- (xxxi) He shall attend to all matters relating to sub-jails and other Manuals and scrutinize them so as to update them in tune with current situation.
- (xxxii) He shall be the authority for the collection/review and sending of all statistical report/periodicals to be received from subordinate Officers/ administration reports of various institutions under the control of the Department of Prisons and Correctional Services.
- (xxxiii) He shall be the authority to sanction the purchase of Civil Store Articles for Prison up to a limit of Rs.25,000/- (Rupees twenty five thousand only) for any one article at a time and Rs.50,000/- (Rupees fifty thousand only) for more than one articles at the same time.
- (xxxiv) He shall sanction the indents for the supply of clothing and bedding, soaps and other articles of issue to the prisoners across range.
- (xxxv) He shall sanction the indents for the supply of uniform to Grade I Warder, Grade II Warder, Chief Head Warder and Assistant Jailer.
- (xxxvi) He shall sanction the supply of other uniform materials to the warder staff.
- (xxxvii) He shall counter-sign the indents made for the supply of medicine to the Prison Hospital and forward them to the agencies concerned for effecting the supply.

- (xxxviii) He shall sanction the local purchase of medicines for the use of Prison Hospitals during emergencies up to Rs.10000/- (Rupees ten thousand only) per month.
- (xxxix) He shall review the notes of inspection and visits of District Jails/Special Sub-Jails/Sub-jails received from the Superintendent of Prisons/Range Deputy Inspector General of Prisons and put up the same to the Director General of Prisons and Correctional Services.
- (xl) He shall be the authority to sanction the payment of advertisement charges to the advertising agencies for the advertisement released by the Department of Prisons and Correctional Services.
- (xli) He shall be the authority to sanction the condemnation of Civil Store Articles and plant and tools, auction and write-off book value up to a limit of Rs.25,000/- (Rupees twenty five thousand only).
- (xlii) He shall also sanction repair charges on Civil Store up to Rs.5000 (Rupees Five thousand only).
- (xlili) He shall be the authority to accord sanction for the purchase and repairs of all sundry articles for the sub-jails.

20. Power to sanction travelling allowance and conveyance charges.- He shall, for and on behalf of the Director General of Prisons and Correctional Services counter-sign the travelling allowance bills and advances of traveling expenses for tours coming from the Superintendent of Prisons or Chief Probation Superintendent. He shall sanction the conveyance charges to the Superintendent in respect of their visit to District Jails/Special Sub-Jails/Sub-Jails.

21. Uniform.- He shall be in uniform as prescribed in Chapter XII while on duty.

22. Imposition of punishment.- The Inspector-General of Prisons (Headquarters) shall be the next higher authority over the Deputy Inspector General of Prisons, Superintendent of Prisons and Administrative Officer, Chief Probation Superintendent for the purpose of rule 22 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

III. SUPERINTENDENT (CORRECTIONAL SERVICES) AND SUPERINTENDENT (TRAINING AND MODERNISATION) AT PRISONS HEADQUARTERS

23. The Superintendent (Correctional Services) at Prisons Headquarters.- Government may appoint a Superintendent (Correctional Services) at Prisons Headquarters and his duties and responsibilities would be as follows: –

- (1) He shall assist the Inspector General of Prisons (Headquarters) in planning and implementation of all Correctional programmes.
- (2) Correspondences pertaining to permission to the students, scholars and research fellows of Schools, colleges and universities to visit Prisons.
- (3) Correspondence pertaining to granting permission to Non Governmental Organization's for programme of reformation.
- (4) Correspondence relating to granting permission to receive articles on donation from approved Philanthropist associations or approved charitable body for the use of prisoners.
- (5) He shall review the full employment and utilization of the energies of all able bodied convicted prisoners in some productive works every month and put up detailed notes thereon to Inspector General of Prisons (Headquarters).
- (6) He shall attend to all correspondence relating to leave/premature release of prisoners.
- (7) He shall attend to all matters relating to legal aid to prisoners and their welfare.
- (8) He shall initiate proposals for starting of new industries.
- (9) He shall attend to work of treatment and training of young offenders.
- (10) He shall also attend the other items of work connected therewith as may be assigned to him by the Director General of Prisons and Correctional Services from time to time.

24. Superintendent (Training and Modernisation): The Government may appoint a Superintendent (Training and Modernisation) at Prisons Headquarters and his duties and responsibilities would be as follows: –

- (1) He shall assist the Inspector-General of Prisons (Headquarters) in dealing with the subjects relating to training of staff such as Induction training, Refresher Courses, pre-promotional courses, training at State Institute of Correctional Administration, Academy of Prisons and Correctional Administration, National level and other institutions.

(2) He shall liaise with Principal, State Institute of Correctional Administration, and Director, Academy of Prisons and Correctional Administration for conducting various training courses to prison personnel.

(3) He shall also look after the training in Temporary Warders training Centres and other such institutions of Induction as well as in-service training.

(4) He shall attend to the work of Modernisation of Prisons and procurement of Gadgets, Vehicles, Arms, Ammunition and gear, etc.-

(5) He shall also attend the other items of work connected therewith as may be assigned to him by the Director General of Prisons and Correctional Services, from time to time.

25. Probation Wing.- The Chief Probation Superintendent shall be responsible for probation services, recommendation of premature release, leave, rehabilitation services, etc. in all prisons in the State. All Officers in the probation wing shall assist the Head of the Prison Administration in all matters connected with prison administration and correctional services. Their powers and duties shall be as fixed by the State Government, from time to time.

IV. DEPUTY INSPECTOR GENERAL OF PRISONS AT RANGES:

26. The State shall be divided into convenient ranges and all correctional institutions and programmes for adult prisoners and young offenders in the range will be placed under the charge of a Deputy Inspector General of Prisons. The Range Deputy Inspector General of Prisons will be vested with sufficient powers of direction, control, inspection, supervision, and guidance through substantial delegation of financial and administrative and disciplinary powers, including the following powers, namely:-

(i) Powers to conduct inspections and make visits of all institutions under his control;

(ii) Powers to transfer convicted prisoners from one prison to another within his jurisdiction;

(iii) Power to accord permission to religious and moral tutors;

(iv) Power to permit research scholars and law and Post Graduate students to visit prisons for academic and research purposes at the recommendation of the Head of the Department of the Academic Institute;

(v) The Deputy Inspector General of Prisons may also exercise all financial powers conferred on him by the relevant provisions of Financial Code.

27. Deputy Inspector General of Prisons (Range).- (1) There shall be a Deputy Inspector General of Prisons in the State, at the ranges specified in column (2) of the table below, who shall be the subordinate to the Director General of Prisons and Correctional Services, having jurisdiction as specified in the corresponding entries in column (3) thereof: –

TABLE

Sl.No (1)	Name of the Range (2)	Jurisdiction (3)
1	Chennai	Central Prisons-I and II, Chennai at Puzhal, Special Prison for Women, Chennai at Puzhal, all District Jails, Special Sub-Jails, Sub-Jails (Men and women) in Chennai, Chengalpattu, Tiruvallur and Kanchipuram Districts.
2	Vellore	Central Prisons at Vellore, Cuddalore, Special Prison for Women, Vellore, all District Jails, Special Sub-Jails, Sub-Jails (Men and Women) in Vellore, Cuddalore, Kallakurichi, Ranipet, Tirupathur, Tiruvannamalai and Villupuram Districts.
3	Thiruchirappalli	Central Prisons in Tiruchirappalli, Special Prison for Women, Tiruchirappalli, all District Jails, Special Sub-Jails, Sub-Jails (Men and Women) in Tiruchirappalli, Ariyalur, Karur, Perambalur, Pudukottai, Thanjavur, Mayiladuthurai, Nagapattinam, Thiruvarur Districts and State Institute of Correctional Administration, Tiruchirappalli.
4	Coimbatore	Central Prisons at Coimbatore, Salem, Open Air Prison, Singanallur and Salem, all District Jails, Special Sub-Jails, Sub-Jails (Men and Women) in Coimbatore, Salem, Dharmapuri, Krishnagiri, Namakkal, Erode, Tiruppur and The Nilgiris Districts.
5	Madurai	Central Prisons at Madurai and Palayamkottai, Open Air Prison, Purasadaiduaippu, All District Jails, Special Sub-Jails, Sub-Jails (Men and Women) in Madurai, Dindigul, Ramanathapuram, Sivagangai, Theni, Kanyakumari, Tenkasi, Thoothukudi, Tirunelveli and Virudhunagar Districts.

(2) Sanctioning indents for stationery.- He/She shall be the authority to sanction the indents for articles of stationery and also for placing indents for articles for which scales, supply and period of wear and tear are fixed. When the articles are received, he shall ensure that the conditions stipulated in the indents are not contravened.

(3) The duties of each of the Deputy Inspector General of Prisons at the ranges shall be as follows: –

- (i) Touring Officer for the purpose of making inspection and visits to the institution under his jurisdiction;
- (ii) Authority to verify the articles set apart for condemnation in respects of the institutions under his jurisdiction;
- (iii) Authority to order the transfer of prisoners from one Central Prison to another under his jurisdiction whenever necessary due to overcrowding or on disciplinary grounds subject to ratification by the Inspector-General of Prisons (Headquarters);
- (iv) Inspect the Central Prisons, Special Prisons for Women and District Jails under his jurisdiction half yearly;
- (v) Inspect annually the Special Sub-Jails and Open Air Prison under his jurisdiction;
- (vi) Visit the Central Prison and Special Prison for Women situated in his headquarters twice a week;
- (vii) Visit other Central Prisons twice a month;
- (viii) Organize combing operations in Central Prisons and Special Prison for Women under his jurisdiction at least once in a month;
- (ix) Make surprise visit to the Central Prisons under his jurisdiction as and when required;
- (x) (a) Inspect fifty percent of the Sub-Jails under his Jurisdiction annually;
(b) Visit the District Jails and Sub-Jails under his jurisdiction quarterly;
(c) Make surprise visits to District Jails and Sub-Jails under his jurisdiction as and when required.
- (xi) Conduct annual stock verification of stores in respects of the institutions under his jurisdiction;
- (xii) Authority to the surprise stock verification of all the Institutions under his jurisdiction;
- (xiii) Authority to grant ordinary leave to prisoners undergoing imprisonment in the institutions under his jurisdiction, subject to the conditions specified in the Tamil Nadu Suspension of Sentence Rules, 1982 or any corresponding rules to be made under the Bharathiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023);
- (xiv) Exercise all powers of making good service entries in the Service registers of the custodial staff of the institutions under his jurisdiction;
- (xv) Exercise all powers of an appellate authority in respect of punishment imposed by the Superintendents of Central Prison, Special Prison for Women, and controlling Officers of Special Sub-Jails, Open Air Prisons and other institutions under his jurisdiction;
- (xvi) Execute contracts settled by the Director General of Prisons and Correctional Services, countersign all agreements and bonds entered into for and on behalf of the Department of Prisons and Correctional Services in respect of the institution in his jurisdiction. He shall also open the annual tenders for the supply of dietary articles to the Sub-Jails under his jurisdiction;
- (xvii) Perform any other duty assigned by the Government or by the Director General of Prisons and Correctional Services and Inspector-General of Prisons (Headquarters), from time to time;
- (xviii) He/She shall be in the uniform prescribed in Chapter XII while on duty;
- (xix) Sanction the local purchase of medicines for the use of Prison Hospitals during emergencies up to Rs.6000/- (Rupees six thousand only) per month.

CHAPTER – IV

THE SUPERINTENDENT

28 (1) The Superintendents of all Central Prisons, Borstal School, Pudukottai and Special Prison for Women, Vellore, Tiruchirappalli and Chennai at Puzhal shall be Officers specially appointed by name.

(2) If the Superintendent of a Central Prison or Borstal School is absent from duty, the Additional Superintendent of such Prison or Borstal School, and if there is no post of Additional Superintendent of the said institution, if there be any of them, is also vacant for some reason or other, the Superintendent or the Additional Superintendent of a nearby Prison or Borstal School shall be placed in full additional charge by the Director General of Prisons and Correctional Services till the regular Superintendent or Additional Superintendent takes charge.

29. General duties of Superintendent.- (1) The Superintendent is the Officer in-charge of the prison;

(2) He shall be responsible for the implementation of the policy of the Government pertaining to prison administration, the care and welfare of the prisoners and their proper training for rehabilitation in society. He shall plan, organize and control all the institutional programmes, activities and operations. He shall endeavour to develop an institutional atmosphere for correctional work. He shall also exercise general supervision over security and custody arrangements and have custody of secret and confidential documents.

(3) He shall make himself thoroughly acquainted with these rules and with the Acts and Regulations relating to prisons and shall be strictly responsible for the carrying out of all such rules and statutory provisions and the execution of all sentences on prisoners committed to his charge.

(4) Every order of the Superintendent shall be subject to the revision of the Director General of Prisons and Correctional Services.

(5) He shall also supervise the employment of prisoners, production programmes and also prisoners' vocational training.

(6) He shall be responsible for the weighing of raw materials in purchase, checking of unsatisfied indents and conduct of surprise check, and shall be responsible for personnel matter, staff welfare and the discipline.

(7) He shall also be responsible for educating the institutional, personnel regarding current policies and correctional methods.

(8) (a) He shall visit the prison once in the forenoon and once in the afternoon of every working day and on Sundays and holidays also whenever special circumstances render it desirable that he should do so. If, from any cause, he is prevented from visiting the prison on any day on which he is by this required to do so, he shall record the fact and the cause of his absence in his journal. At least twice a month, he shall visit the prison at night and satisfy himself that the guarding is being properly performed and that everything is in order;

(b) He shall visit the District Jails/Sub-Jails under his control quarterly, inspect them half yearly and make surprise visits to them, as and when required.

(9) At least on two days in a week, the Superintendent shall visit the Prison Hospital and enquire about the welfare of the sick prisoners confined therein. He shall also consider any representation made by the sick prisoners.

(10) The Superintendent shall maintain on half margin foolscap and in his own handwriting, a journal in Form No.2 in which he shall record as soon after the event as possible the timings of his entering the prison and leaving and the results of his weekly inspection of prisoners, guard and premises. The Journal shall be forwarded to the Inspector General of Prisons (Headquarters) on the first day of the month following that to which it relates or as soon as possible and shall be returned after perusal by him with such remarks as he may find necessary.

(11) The Superintendent shall be responsible for the economical working of his prison. He shall carefully consider the necessity for all expenditure before incurring it and shall satisfy himself that all rates paid are the lowest compatible with efficiency. He shall be responsible for the satisfactory conduct of the manufacturing department, the punctual execution of orders, the collection of outstanding, the due credit of all sums collected and generally for the financial administration of the prison. He shall be answerable for all prison property, stores and moneys and shall be held responsible for any defalcations on the part of the prison establishment, if it be shown that such defalcations were rendered possible by negligence on his part.

(12) He shall as a rule transact all business connected with the prison, within its precincts. He shall not except in case of necessity, require the attendance of the Jailer or other subordinate beyond the prison limits.

30. Weekly inspection of prisoners. - (1) On a day in each week which shall usually be on Tuesday, the Superintendent shall hold an inspection parade of all prisoners in the morning at which the Chief Medical Officer shall also be present.

(2) At each such parade, the Superintendent shall satisfy himself,-

- (a) that every prisoner is properly classified as provided in the rule in that behalf;
- (b) that every prisoner is provided with proper clothing and bedding;
- (c) that the provisions of the remission rules are understood by the prisoners; and
- (d) that the rules and orders applicable to prisoners are being duly carried out.

(3) The Superintendent shall at every such parade, hear and inquire into any complaints that the prisoners may wish to make. It shall be his duty to listen to complaints and petitions of prisoners in a patient and considerate manner and to afford prisoners reasonable facilities for making such representations.

(4) Nothing in this rule shall debar a prisoner from making a complaint or application to the Superintendent at other times than the weekly parade and it shall be the duty of every prison official to produce before the Superintendent without any delay any prisoners desiring to see him.

31. Procedure regarding civil suits.- No civil suit shall be instituted or defended by a Superintendent on behalf of the Government without the previous sanction of the Director General of Prisons and Correctional Services. Upon a Superintendent receiving notice of suit under section 80 of the Code of Civil Procedure, 1908 (Central Act V of 1908), he shall immediately forward the notice with full statement of the fact of the case to the Director General of Prisons and Correctional Services.

32. Maintenance of records.- The Superintendent shall be responsible for the correct maintenance of the records prescribed in section 12 of the Prisons Act, 1894 (Central Act IX of 1894) and of such other records as are prescribed by these rules and at least once a month shall examine every such record and shall satisfy himself that it is up-to-date, when no provisions exists in these rules prescribing the Officer by whom any register or record shall be maintained, the Superintendent shall by order in the order book, from time to time, assign the maintenance of every such register or record to a specified subordinate.

33. Submission of reports and returns.- The Superintendent shall submit punctually to the Director General of Prisons and Correctional Services such yearly and other returns, statement, bills and vouchers as may be from time to time prescribed. As soon as possible after the close of each year, and not later than the 15th of February annually, he shall furnish the Director General of Prisons and Correctional Services with a report on the administration of the prison. This annual report shall be compiled in such form as the Director General of Prisons and Correctional Services may order:

34. Report of important occurrences.- Any out-break of epidemic disease or unusual sickness, all serious breaches of prison discipline, escapes, attempts at escape, recapture, accidents, suicides or death from violent or unnatural causes shall be at once reported by the Superintendent to the Director General of Prisons and Correctional Services.

35. Death and serious illness of prisoners.- When a prisoner dies or seriously ill, the Superintendent shall immediately intimate the fact of such death or illness to the relatives of such prisoner by telephone followed by copy of letter.

36. Copies of correspondence with Government to be furnished to the Director General of Prisons and Correctional Services.- Whenever the Superintendent receives a communication direct from Government or sends a communication direct to Government, either by e.mail/fax message or by letter a copy thereof, together with a copy of the reply shall be furnished by him to the Director General of Prisons and Correctional Services except in the case of petitions for mercy and appeals to the Supreme Court from and on behalf of prisoners under sentence of death. Any specific action taken by the Superintendent on any order of communication received direct from Government shall at once be reported to the Director General of Prisons and Correctional Services.

37. Presence at inspections.- The Superintendent shall accompany the Director General of Prisons and Correctional Services/Range Deputy Inspector General of Prisons during inspection of the prison and shall also accompany official visitors if they request his presence during their visits.

38. Prohibition of smoking.- The Superintendent shall not himself smoke nor permit any other Officer or any visitor to smoke in part of the prison other than in the Superintendent's own office room.

39. Duties of Additional Superintendent.- The duties assigned to the Additional Superintendent are detailed below:-

- (1) Admission and release of prisoners after verification and checking of committal warrants;
- (2) Disbursement of batta, subsistence allowance, bus and railway fares, etc., to released prisoners and attesting of entries in the cash book, permanent advance register and prisoner's cash property register;
- (3) Minor correspondence relating to prisoners;

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- (4) Checking of Appeal Register;
 - (5) Attending to release on bail, appeal, fine payment, etc;
 - (6) Attending to correction of sentences;
 - (7) Production of prisoners in Courts;
 - (8) Checking the issue of raw materials to various workshop according to data;
 - (9) Checking of stock book of raw materials and stock book of manufactured articles;
 - (10) Attending weekly inspection parade of prisoners along with the Superintendent;
 - (11) Checking the Ration Stock Book;
 - (12) Weighment of ration articles on purchase, subject to supervision by the Superintendent;
 - (13) Any other work assigned by the Superintendent from time to time;
 - (14) Visit to the prison once in the forenoon and once in the afternoon every working day and on Sundays and holidays when special circumstances render it desirable that he shall do so;
 - (15) Visit to the prison at night once in a week to satisfy himself that the guarding is being properly done and that everything is in order, and submit a compliance report to the Superintendent;
 - (16) Attend to unlocking and lock-up once in a week, and check all the aspects normally checked by the Jailer on the other days. It shall be so arranged in consultation with his Jailer under the specific orders of the Superintendent;
 - (17) Check once in a week that all rules, instructions, etc., are being followed at locking time, that sufficient warders are posted for the security, that senior warders are detailed for patrolling duties, that proper lighting is there;
 - (18) Supervise once in a fortnight the lock-up of high security prisoners like condemned prisoners, naxalite, terrorist prisoners, etc.;
 - (19) Segregate prisoners having escape, discipline risks and prisoners of known bad characters and report to the Superintendent;
 - (20) See that the walls, buildings, gates, dormitories cells, hospital area and other places of the prison are properly secured and ensure a system of good lighting in and around the prison;
 - (21) Ensure to place the sentry in blocks in which notorious prisoners are confined;
 - (22) Bring it to the notice of the Superintendent, wherever the guarding arrangements are not satisfactory, through his report book;
 - (23) Visit to the prison hospital two days in a week other than the days on which the Superintendent makes such visit. Such an arrangement shall be made in consultation with the Superintendent as part of duty allotment;
 - (24) Bring it to the notice of the Superintendent any defalcation on the part of the prison staff, if it be shown that such defalcation was rendered possible by negligence on the part of the staff;
 - (25) At least twice in a week, he should check the rations issued to the kitchen and satisfy himself that correct quantity is issued;
 - (26) Go around the Prison at least twice in a week, at odd hours and check that the sentries are posted correctly and all are alert. He will also check that the other checking/supervisory Officers have made proper rounds of check of these sentries;
 - (i) Keep a report book in which he shall record the duties performed by him on every day and submit the same to the Superintendent;
 - (ii) Bring it to the notice of the Superintendent that his assessment in general on the discipline among the staff and prisoners;
 - (iii) Record any inadequacy on the security arrangements and suggest guidelines to set right things, wherever necessary; and
 - (iv) Bring it to the notice of the Superintendent any other matter of importance.
 - (27) Exercise general supervision of the Remission Branch in the prison office and frequent and periodical check over all the registers and other records of the Remission Section.

(28) Supervise the work of his subordinate Officers, viz., the Jailer, Deputy Jailers, Assistant Jailers and Chief Head Warders in respect of the executive work attached to them along with the supervision of all the registers being maintained by them and initial them in token of having checked them.

(29) When working as Superintendent in District Jails, he shall visit the Sub-Jails/ Special Sub-Jails/Open Air Jails in the respective District once in a month, inspect them half yearly and make surprise visits to them as and when required and shall submit his reports to the respective Superintendent of Central Prison.

(30) When working in Central Prisons, he shall visit the Sub-Jails/ Special Sub-Jails/Open Air Jails situated in those Districts, which are not having District Jails, within the Jurisdiction of that respective Central Prison, once in a month, inspect them half yearly and make surprise visits to them, as and when required and shall submit his reports to the respective Superintendent of Central Prison.

40. Exercise of financial powers by Superintendent of Central Prisons in respect of other Prisons.- The Superintendent of Central Prisons concerned shall exercise all powers in financial matters in respect of the District Jails, Special Sub-Jails, Open Air Prisons and Sub-jails attached to each of them besides being the controlling authority. The Superintendent of the said Central Prisons shall also carry out the orders of the Director General of Prisons and Correctional Services that may be issued from time to time regarding the administration of the respective prisons.

CHAPTER - V

THE JAILER AND EXECUTIVE SUBORDINATES.

41. General duties of Jailer. - The Jailer is the Chief Executive Officer of the prison and is subordinate to the Superintendent. He shall also be subordinate to the Additional Superintendent and assist him wherever necessary. He shall be generally responsible for observance of all prescribed rules and orders, supervision over security, custody and discipline, supervision over care and welfare of prisoners, supervision over personnel matter, staff discipline and staff welfare assisting the Superintendent in all matters pertaining to institutional management, inspecting kitchen and canteen, visit to hospital, admission and release work, prison manufactures, classification of prisoners and their training, etc.

42. Maintenance of discipline. - The Jailer's first duty is the maintenance of discipline among prisoners and subordinates. For this purpose, he shall always be present at the prison during the day except when he leaves it for his meals, to attend a Court of Justice, to avail the off-day once a week or on permission from the Superintendent.

43. Presence of Jailer or Deputy Jailer or Assistant Jailer. - The Jailer, the Deputy Jailer and the Assistant Jailer shall not be absent from the prison at the same time during the day. The hours of their meals shall be so arranged that at least one of them is present in the prison and the absence of the Officers, shall in no case, exceed two hours.

44. Daily inspection. - The Jailer shall visit every part of the prison daily and shall see every prisoner at least once in every 24 hours.

45. Specific duties of Jailer. - (1) The Jailer shall see that prisoners are clean in their persons and clothes and that they have the authorized amount of clothing and bedding.

(2) He shall, at uncertain times but at least once a week, cause every prisoner and all clothing, Bedding, workshops, wards and cells to be thoroughly searched;

(3) He shall be responsible for the execution of all orders regarding the labour of prisoners. He shall assign to each prisoner his work on the recommendation of the Classifying Committee constituted in each Central Prison for the purpose. The said Board shall consist of the Superintendent of the concerned prison, Chief Medical Officer and the Jailer. He shall ensure that the assigned works are performed by the prisoner.

(4) He shall supervise the cultivation of the garden and be responsible for the adequacy of the supply of vegetables. He shall supervise the prison farm and all other outside operations.

(5) He shall jointly with Medical Subordinate be responsible for the proper preparation and distribution of food to prisoners.

(6) He shall supervise the working of the warder guard. At least once a week, at uncertain time, he shall visit the prison after 8-00 p.m and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained

(7) He shall be responsible for custody of all warrants and for the strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentences

Explanation. - As regard the responsibility of the Jailer in connection with the prisoners, who have been admitted to prison as "approvers" the provisions contained in rule 801 shall apply.

46. Check of warrants. - The Jailer shall, once a year, usually in March, go through all the warrants in his possession compare them with the registers and satisfy himself that they are correct. He shall enter a certificate to that effect in his report book and a copy of it shall be submitted to the Director General of Prisons and Correctional Services by the 10th April through the Superintendent.

47. Supervision of prison office and manufactory section. - The Jailer shall exercise general supervision of the prison office. He shall exercise frequent and periodic check over all the registers and other records of the Remission Section of the office as well as the stock, indents, order book for supply of finished goods, transit registers and other connected records of the Manufactory section.

48. Maintenance of Report Book.- (1) The Jailer shall keep a Report Book in Form No.4 in which he shall record-

(a) the hour of unlocking and locking and by which Officers they were performed, the number of prisoners admitted, discharged and locked up;

(b) all reports made against subordinates, all serious breaches of discipline on the part of subordinates and prisoners, the offence charged, the time of its occurrence and other circumstances connected with it;

(c) all cases in which he may have found it necessary to use restraint on any prisoner;

(d) how far he has omitted any of the duties required by these rules, and the reasons thereof;

(e) the absence of any Subordinates Officer, from duty, and requests for leave of absence;

(f) requests for sanction of unusual expenditure;

(g) request for the employment of prisoners in any special manner;

(h) any representations or recommendations he may deem proper to make;

(i) any unusual occurrence or matter of importance;

(j) any matter on which he may require order;

(2) Each day's report shall be dated and a consecutive serial number running through the calendar year shall be given to the subjects deal with.

Explanation. - Rules 68(4), 894, 933 and 1067 (7) deal with other matters to be recorded in the Jailers Report Book.

49. The Superintendent to peruse report book. - The Jailer's Report Book shall be laid daily and often if necessary before the Superintendent for his perusal and the issue of such orders as may be necessary. If the Superintendent has no remarks to make or orders to give he shall append his initials with the date.

50. Execution of Chief Medical Officers direction. - The Jailer shall carry out forthwith emergent written directions of the Chief Medical Officer regarding the sick prisoners in hospital, or regarding sanitary arrangements, entering all such directions and the action taken there on in his report book for the information of the Superintendent.

51. General duties of Deputy Jailer. - The Deputy Jailer is the Jailer's immediate subordinate and assistant, whose duty it is to take his place whenever he is absent and to undertake whatever portions of the Jailer duties as are delegated, to him under proper authority.

52. To officiate for Jailer. - On days when the Jailer is allowed the off-duty in a week, and on other occasions when the Jailer through illness or other cause is absent, the Deputy Jailer shall, officiate for him, keeping the report book for the day and performing all other prescribed duties. On every occasion on which the Deputy Jailer officiates for the Jailer, he shall possess all the powers and responsibilities of the Jailer.

53. Inspection of guard. - The Deputy Jailer and the Assistant Jailer shall visit the guard at night at least once a week preferably after 22.00 hours and satisfy themselves that the standing guard is present, the sentries posted are on the alert and that the rounds are being properly maintained. It shall be so arranged that the Jailer, Deputy Jailer, and the Assistant Jailer make night visit on different days within a week.

54. Duties in detail. - The duties of Deputy Jailer are-

(a) to assist the Jailer in studying the psychological and mental make up of prisoners and taking steps to reform them;

(b) to be in-charge of the ration stores as generally stated;

(c) to be directly responsible for the storing and custody of ration and other articles purchased and their issue from the stores;

- (d) to place indents and get supplies of all articles of diet and articles required for the prisoners;
- (e) to attend to the day-to-day maintenance of stock registers and other connected records and to the proper maintenance of stock;
- (f) to attend to the maintenance of accounts for extra articles purchased by civil debtors;
- (g) to check the correctness of the kitchen, slips, hospital indents and other indents placed on him for issue of ration and miscellaneous articles;
- (h) to maintain separate accounts and to be responsible for the safe custody of empty gunnies and other receptacles received and disposed of;
- (i) to weigh and issue ration and other articles for consumption;
- (j) to supervise the cleaning of grains, vegetables and other dietary articles and their grinding if any;
- (k) to ensure that all ration articles taken to the kitchen are actually utilized for the purpose they are meant;
- (l) to be custodian of all civil-store articles entrusted to the ration stores;
- (m) to assist the Jailer and to be present with him at the time of supply of food to condemned prisoners;
- (n) to assist the Jailer in searching the condemned prisoners and examining the cells where condemned prisoners are lock-up;
- (o) to conduct interviews with condemned prisoners;
- (p) to assist the Jailer in supervising the work of all warders in the garden;
- (q) to assist the Jailer in supervision over searches, counting opening, and closing of prisons;
- (r) to assist the Jailer in all matters pertaining to institutional management;
- (s) to attend to any other duty that may be assigned to him by the Superintendent.

55. Assistant Jailer. - The Assistant Jailer shall form a separate cadre next below the Deputy Jailer and there shall be one or more Assistant Jailers in each prison. He shall be known as Sub-Assistant Superintendent in Borstal School, Pudukkottai.

56. Duties of Assistant Jailer. - The following are the duties of the Assistant Jailer and if there be more than one Assistant Jailer, they shall be apportioned by the Superintendent by an order to be recorded in the Superintendent order book, namely: -

- (a) Admission and search of prisoners on their admission;
- (b) Custody of prisoner's property except cash;
- (c) The removal of private clothing from prisoners on their admission the issue of prison clothing and bedding the; correct making of metal identification discs; and the placing of prisoners in quarantine soon after their admission;
- (d) The custody of prisoners private clothing and prison clothing stores; and the issue of fresh clothing to the prisoners;
- (e) The maintenance of the clothing and registers in the prescribed form;
- (f) Conducting prisoners interview, if conversant with the language spoken at the interview;
- (g) The supervision over the proper maintenance of dairy and poultry units in prisons except the maintenance of accounts which shall be attended to by the live-stock assistant. The Assistant Jailer shall, however maintain the stock and the stock register for paddy straw, cholam stalk, grass, etc.;
- (h) The charge of the quarantine and of the civil and leper annexes where such annexes exist;
- (i) The censoring of letters addressed to and sent by the prisoners and the disposal of such letters under the order of the Superintendent;
- (j) He shall keep the attendance, duty and other rosters and the registers of the warder establishment. He shall be exempted from the duties specified above during his absence on weekly off-days.

Explanation 1.- The letters shall be placed before the Superintendent after being censored for his orders regarding their disposal. Officiating for the Deputy Jailer during his absence on weekly off-days and on days when he is absent

due to sickness or other wise and performing on such occasions all the duties prescribed for the Deputy Jailer, in addition to his own duties as Assistant Jailer. Such other duties as the Superintendent may impose in writing.

Explanation 2.- In prisons where there is no Assistant Jailer, all the duties mentioned in this rule shall be performed by the Deputy Jailer subject to such modification as is considered necessary by the Superintendent which shall be recorded in the Superintendent Order Book.

57. Delegation to Deputy Jailer and Assistant Jailer of Jailer duties.- In addition to the duties specified in these rules the Superintendent may, by an order to be recorded in the Superintendents Order Book allot to the Deputy Jailer and the Assistant Jailer any specified portions of the Jailer duties other than those referred to in rules 41,42,44,45(7),47,48 and 1048. If for instance, the Deputy Jailer or the Assistant Jailer is better fitted than the Jailer for the supervision of the garden or farm [rule 45(4)], that duty may be entrusted to either of them. In the performance of such duty, he shall be subject to general control of Jailer.

58. Joint Responsibility with Jailer. - The Deputy Jailer and the Assistant Jailer shall share the Jailers responsibility for carrying out of rules for the maintenance of security, custody and discipline and also in supervision over care and welfare of prisoners prescribed in rules 41 and 42. They shall not be absent from their quarters at a night without the written permission of the Superintendent.

59. Check of valuable property. - The Assistant Jailer shall, in the month of March every year, go through all the valuable property in his possession, compare them with the registers, and satisfy himself that they are correct. He shall furnish a certificate to the Superintendent to this effect and a copy of it shall be submitted to the Director General of Prisons and Correctional Services by the 10th April.

60. Discharge of duties pertaining to Special Sub-Jails.- The Superintendents of the Special Sub-Jails shall also exercise the duties and responsibilities of the Jailer in addition to their own duties and responsibilities as Superintendent of those respective institutions. They shall also draw and disburse pay of the establishment, recoup permanent advances or the like, maintain service books and personal files and exercise day to day supervision of the respective Special Sub-Jails. They may correspond with the outside Officers, but their correspondence with the Director General of Prisons and Correctional Services and Government shall be routed through the respective Superintendent of the Central Prisons under whose control the Special Sub-Jail functions. They shall not, however, exercise any powers in financial matters.

61. Chief Head Warder and his duties. - (1) The Chief Head Warders shall be subject to the general control of the Jailer, the head of the Warder establishment and responsible for its working and for the due carrying out of all rules relating to it and to the guarding of the prison.

(2) He shall assist the Jailer at unlocking and lock-up. He shall visit the guards and sentries frequently by day and at least twice a week at night, and shall make an entry of the hours of these visits, and of any irregularities he may discover, in his Report Book, which he shall maintain in Form No. 4 and shall submit it daily to the Jailer. He shall keep the attendance, duty and other rosters and the registers of the warder establishment. He shall be exempted from the duties specified above during his absence on weekly off-days.

(3) He shall be responsible for the cleanliness of the warder's lines, shall satisfy himself that all warders live in the quarters provided for them, and report cases of absence without leave. He shall see that the line latrines are kept in a thoroughly sanitary condition and report the inhabitants of any quarter which he finds to be dirty. He shall perform such other duties as the Superintendent may by order to be recorded in the Superintendent's Order Book, assigned to him.

62. Assistant Jailer (Arms).- There shall be a Assistant Jailer (Arms) in each prison. He shall have charge of the whole of the arms, ammunition, uniform and equipment of every description of the warder establishment and of the accounts relating thereto. He shall supervise the drill and practice in musketry of the men, the attendance of the standing guard, the mounting of sentries, relief, etc. He shall be responsible for the smartness and cleanliness of the warders and for their being at all times properly dressed. He shall be exempted from the duties specified above during his absence on weekly off-days.

63. To perform the duties of Gate-Keeper and Assistant Jailer.- The Assistant Jailer (Arms) shall perform the duties of the Gate-keeper and the other Assistant Jailers during their absence on weekly off-day.

64. Chief Head Warder to act in the absence of the Assistant Jailer.- A Chief Head Warder shall perform the duties of the Assistant Jailer whenever necessary as the Superintendent may by order to be recorded in the Superintendent's Order Book, assigned to him.

65. A Gate-keeper to be on duty.- In every prison there shall be a Gate-keeper in the rank of Assistant Jailer and he shall be under the immediate control of the Jailer. He shall be on duty at the main gate. His place being taken during temporary absence for meals, weekly off-days or the like by a relieving Assistant Jailer.

66. Record of relief. - At every relief of a Gate-keeper, a note of the hour of such relief shall be recorded in Form No. 21 and signed by both the relieved and relieving Officers.

67. Persons allowed to enter and leave the prison. - (1) The Gate-keeper shall admit or pass out of the prison, as the case may be;

- (a) All Official and Non-Official Visitors and Officers of Government Departments on duty;
- (b) Officers of the prison going on, or coming off, duty inside;
- (c) prisoners duly authorized to enter and leave.

(2) With the exception of the persons mentioned in sub-rule (1), no person shall be permitted to enter or leave the prison, unless under a written order from, or when accompanied by the Superintendent.

(3) A list of the Official and Non-Official visitors entitled to admission shall be posted between the gates.

(4) The staff in-charge of the gate shall extend all due courtesies to visitors, members of the public and Government servants and every visitor shall be properly accommodated in a room or convenient place near the gate until the escort is arranged.

68. Power to search such persons. - (1) All Official and Non-Official Visitors, Casual Visitors admitted with or under the orders of the Superintendent, respectable Merchants, Pleaders and the Superior Subordinates of other Departments, visiting the prison on business or on duty shall ordinarily be exempt from being searched.

(2) Should the Gate-keeper have reason to suspect that any person, ordinarily exempt from search, is introducing or removing prohibited articles, he shall detain such person between the gates, and send notice to the Jailer who shall himself, if he thinks necessary, conduct a search.

(3) Females shall be searched only by the Women Jailer, Women Deputy Jailer, Women Assistant Jailer or Women Warder, in private, and without the presence of any male Officer.

(4) The Jailer shall occasionally and at least once a week at unexpected times, search some of the officials of the prison, subordinate in rank of himself, and who are ordinarily exempt from search, on their way into or out of, or when inside the prison, and shall report the circumstances under which he has done so with the results, in his report book.

(5) The search of all Officers ordinarily exempt from search shall be conducted by the Jailer with as much privacy as possible.

(6) Should any person, other than a Prison Officer decline to deliver up any transferable articles in his possession to the temporary custody of the Gate-keeper, when required to do so he shall be denied admission.

Explanation.- This rule must be enforced with circumspection so as not to offend the feelings of Officers and others.

69. General duties of Gate-keeper. - (1) In addition to the duty prescribed for Gate-keepers in section 21 of the Prisons Act, 1894 (Central Act IX of 1894) the Gate-keeper shall maintain such registers and enter therein such particulars as the Director General of Prisons and Correctional Services may, from time to time, order in that behalf;

(2) The Gate-keeper shall comply with all rules, regulations, directions and orders for the time being in force, regulating the persons who may be permitted ingress to, and egress from, and the articles which may be taken into, and brought out of the prison.

70. Record of persons and things entering and leaving prison. - (1) The Gate-keeper shall keep a record in the register prescribed in Form Nos. 21 and 22 of the name of every person, and a brief description of every article of whatever kind, that passes into or out of the prison, with the hour and a minute of such passage, and in the case of articles, the name of the person in whose custody they passed through;

(2) He shall require the production of a pass signed by competent authority, by every person not entitled to admission without one, and in respect of every article without exception that he allows into or out of the prison, and shall file all such passes as his authority for action. The Forms of these passes are Nos.23, 24 and 25 which shall be supplied in books, Forms Nos. 23 and 24 shall be in foil and counter foil and machine numbered while Form No.25 shall be in books of fifty forms in triplicate one below the other and machine numbered.

Explanation.- In respect of passes issued in Form No.24, the initials of the competent authority shall suffice as per rule 1023.

71. Particulars of records. - (1) The record of all persons who pass into or out of the prison, as per Rule 70 shall be kept in two separate registers, namely-

- (a) in Form No.22 of all prisoners, with the names of the Officers in-charge of them and;
- (b) Form No.21 of all other persons;

(2) The description of articles shall be no more than sufficient to permit of subsequent check. In the case of factory parcels, packed and sealed, description of their contents is unnecessary;

(3) All entries relating to persons or articles shall be made at the time of their passage through the gateway and in consecutive order.

72. Gate-keeper responsible for condition of main gate. - The Gate-keeper shall be responsible-

- (a) for the cleanliness and tidiness of the passage between the gates and the security of articles placed therein, which shall, for the time being, be in his charge;
- (b) that the gates and wickets of the main gate, except when it is necessary to open them for the purpose of passing any person or thing into or out of the prison, are kept, shut and locked; and
- (c) for the safety and correctness of the keys entrusted to his charge.

73. Working of double gate system. - In prisons provided with double gates with or without wickets, the Gate-keeper shall open only one gate or wicket at a time and before doing so, shall satisfy himself that the other means of entry and exit are secure. Ingress and egress for ordinary purposes shall take place through the wicket doorways.

74. Method of passing prisoners into or out of prison. - (1) On passing prisoners out of prison, the Gate-keeper shall first let them through the inner gate or wicket and, having locked it shall write in full in the register provided for the purpose the names or register numbers of prisoners, warders in charge and convict Officers, if any assisting them. He shall then open the wicket in the outer gate and count the prisoners as they pass out, to verify the total.

(2) Every change in the constitution of gang passed out of the prison must be noted and attested in the gate register by the signature or seal of the Officer responsible for making the change, as well as by that of the Gate-keeper, who shall on the first opportunity report the circumstances to the Jailer.

(3) On passing prisoners into the prison, the Gate-keeper shall open the outer wicket and admit the gang to the passage between the gates. He shall then lock the outer wicket and call out the name or number of each prisoner, convict Officer or warder, as recorded in the registers. The gang having been found correct, he shall open the inner gate or wicket and count the prisoners as they pass into the prison to verify the total.

(4) The Gate-keeper shall be responsible that every prisoner or gang taken out of the prison is in-charge of a guard of the proper strength duly authorized for this purpose.

75. Power to detain persons committing offence. - Pending the making of a report to the Jailer, Gate-keeper may detain or cause to be detained in custody any person who may in his presence, sight or hearing, commit any criminal or prison offence at or in the vicinity of the prison gate.

76. Keys to be kept in bunch. - The keys of the main gates and wickets of every prison shall be kept in one or two bunches, as may be convenient and on a chain or ring, for safety and easy attachment to the waist belt.

77. Bright light in night. - Proper and sufficient lighting arrangements shall be made in the passage between the gates throughout the night.

78. Articles to be kept between gates. - (1) In the passage between the main gates the following articles shall ordinarily be kept namely: -

- (a) a clock;
- (b) a weighing machine;
- (c) spare handcuffs in a secure place;
- (d) a desk with lock and key for the gate-keepers' books and writing materials;
- (e) a wall almirah or box for keys with glass frames;

- (f) apparatus for extinguishing fire;
- (g) a telephone;
- (h) a siren;
- (i) a first aid box; and
- (j) a notice board.

(2) Entries of ingress and egress or of any article entering and leaving the prison between lock-up and unlocking shall be made by the guard Officer in his night report for the information of the Gate-keeper, who shall incorporate this next day in the appropriate registers.

(3) A printed copy of these rules shall be posted in the main gate-way of every prison close to the Gate-keeper's desk.

79. Government to fix permanent strength. - The permanent strength of the warder establishment in each prison shall be determined from time to time by the Government in accordance with ordinary requirements. The guarding personnel will consist of Chief Head Warder, Grade I Warder and Grade II Warders. There shall be at least one guarding staff for every six prisoners and the ratio shall be followed in all three shifts.

80. Sanction to temporary additions generally. - The Director General of Prisons and Correctional Services may in respect of any prison, sanction the entertainment of such temporary establishment in addition to the permanent establishment provided for in rule 79 as may at any time be urgently necessary:

Provided that all temporary establishments sanctioned otherwise than in accordance with this rule shall be so sanctioned subject to the approval of the Government and that no such establishment shall be sanctioned in any case in which previous reference to the Government can, without danger or inconvenience, be made.

81. Sanction of temporary warder establishment in special cases. - The powers of the Director General of Prisons and Correctional Services to sanction the temporary warder establishment shall be as laid down in Article 63 of the Tamil Nadu Financial Code, Volume I and also as may be delegated by Government from time to time.

82. Superintendent's powers in emergencies. - Where the Superintendent consider that it is absolutely necessary for any reason to entertain any number of warders in excess of the sanctioned scale, and the matter is so urgent that the previous sanction of the Director General of Prisons and Correctional Services cannot be obtained, he may, subject to immediate reference to the Director General of Prisons and Correctional Services entertain such number of temporary ordinary Grade Warders as may be necessary to the barest minimum to meet the exigencies of circumstances.

83. Assignment of duty to Warders. - The Superintendent or Jailer or Assistant Jailer shall assign to each warder a specific duty such as the charge of a particular workshops or set of workshops, or of a particular gang of prisoners inside or outside the prison.

Explanation. - In this and the following rules "Warder" includes "First Grade Warder" and "Second Grade Warder"

84. Summary of duties of Warders. - It is the duty of all warders-

(a) to see that all convicts sentenced to labour in their charge are steadily at work, and to report to higher authority all cases of idleness, short work, or breaches of prison rules;

(b) to prevent unnecessary talking, laughing, singing, playing, quarrelling and other unseemly behavior and to report the offender;

(c) to see that the prisoners keep order in moving about, and do not loiter about the prison;

(d) to see that no prisoner leaves his own enclosures or communicates in any way with any prisoner in a different enclosure with any person outside the prison;

(e) to obtain from all familiarities and unnecessary communication with prisoners;

(f) to see that there is no dirt or litter in any part of the prison of which they are in-charge and that the drains are kept properly clean;

(g) to see to the cleanliness of the persons and clothes of the prisoners in their gangs; that the prisoners bathe as often and at such hours as may be ordered; and that the bedding and clothing are well aired according to orders;

(h) to bring at once to the notice of the Jailer any signs of sickness or any prisoners complaining of sickness;

(i) to prevent any breaking up of the gang of prisoners entrusted to their special charge, except only when necessary to make over to a convict Officer any prisoner desiring to go to the latrine and to see that he is not too long away from his work and is not permitted to go to any place hidden from view when he may effect his escape; to report any prisoner urinating in or otherwise be fouling any drain or any part of the prison not set apart for the purpose;

(j) to report any case of willful injury to clothing or materials for work or other Government property;

(k) to prepare the prisoners for morning and evening muster by the Jailer, to report at once to that Officer any prisoner who may be absent; to see that each prisoner comes to his proper place in proper order, and behaves well and keeps silent during meals;

(l) to examine the wards, cells, bedding and clothing of the prisoners personally and to report at once any prohibited articles found therein;

(m) to see that each prisoner gets a proper amount of food and that no food is secreted by the prisoner;

(n) to bring at once to the notice of the Jailer, if any prisoner is in possession of any contraband articles or having any unauthorized prison property in his custody; and

(o) to see that the care and welfare of the prisoners are ensured.

85. Duty to disclose relations with prisoners. - If any warder has relations or connections among the prisoners or has had any pecuniary dealings or close acquaintance with any of them, it is his duty to inform that fact to the Superintendent or Jailer immediately.

86. Duty of Warder on relief. - (1) No warder shall, in any circumstances, leave his post till properly relieved, and his responsibility shall continue till so relieved;

Provided that he may leave his beat to prevent or to assist in subduing a disturbance taking place within his sight when he is on main wall patrol duty or when he is in-charge of prisoners if he can do so without serious risk to the safe custody of those prisoners.

(2) If the warder concerned fails to do all in his power to prevent an escape or to assist in subduing a disturbance taking place within his sight, it rests with him to show that the circumstances were so exceptional as to justify his abstaining from preventing such an escape or refusing to assist in subduing such a disturbance.

(3) A warder relieved by another warder shall explain to his successor his duties and any special orders that may have been given to him by his superior Officers. The Relieving Officer shall, satisfy himself that the property or number of prisoners made over to him is correct.

87. Duty of Warder in charge of work shed. - (1) Warders in-charge of work sheds shall be responsible for all tools and property kept in them, and shall see that these are carefully put away or stored on cessation of labour, and that no ropes, bamboos, ladders, or other things likely to facilitate escape, are left about or secreted by prisoners. Similarly, it should be ensured that no sharp instrument or materials that will facilitate not only escape by prisoners but also causing injury to themselves or other should be left about or secreted by prisoners.

(2) It shall be the responsibility of warders to report to the Superintendent or Additional Superintendent or Jailer immediately when such articles as mentioned in sub-rule (1) are noticed by them outside the work shed, taking care to see that they are not in the meantime removed by the concerned person to escape from punishment.

(3) It shall also be the responsibility of warders to report defects in prison buildings, wall locks, lighting arrangements, bars, etc. to the Superintendent or Additional Superintendent or Jailer.

CHAPTER – VI

WOMEN OFFICERS

88. Appointment of Women Officers. - (1) The Special Prison for Women, Vellore, Tiruchirappalli and Chennai at Puzhal shall have a Women Superintendent of Prisons and women staff on the same pattern as in a Central Prison. The Special Prison for Women, Madurai and Coimbatore shall have a Women Additional Superintendent of Prisons and women staff on the same pattern as in a Central Prison. Rules concerning duties and responsibilities, functions control, etc., of the Jailer (Women), Deputy Jailer (Women) and Assistant Jailer (Women) in the Special Prisons for Women, shall be the same as applicable to their counterparts in Central Prison.

(2) Every prison in which the female prisoners are confined shall have such number of women staff in each category as the Government may direct.

89. Duties of Female Warders. – Apart from the common duties of the warder establishment of prisons, the specific duties of female warders shall discharge the following duties, namely:-

(1) She shall be present at the opening of the wards and mustering of female prisoners every morning. She shall also be present at locking up and see that every prisoner is present. During the day she shall have the custody of the keys of the wards, cells and yards, in which female prisoners are confined; and at night, after locking up, she shall deliver them to the Jailer.

(2) She shall see that the wards are thoroughly cleaned as soon as the prisoners turn out in the morning, at which time also the latrines, bathing places and all other parts of the female prison shall be swept and cleaned.

(3) Subject to the control of the Superintendent and Jailer, she shall allot the tasks to the female convicts sentenced to labour and shall see that they are duly performed.

(4) She shall see that the prisoners are clean in their persons and clothes; that they have the prescribed amount of clothing and no more; that their clothing and bedding are properly aired and folded and arranged in the place assigned to each prisoner.

(5) She shall search all female prisoners on admission and remove all prohibited articles found upon them, money or other property delivered to them, or found on them, shall be dealt with in accordance with rules 201 and 485. She may search any female prisoner at any time and shall do so when directed by a Superior Officer. The search shall not be made in the presence of males.

(6) She may take care that no male prisoner enters the Women Prison unless accompanied by an authorized Prison Officer.

(7) Women staff shall be provided services of creche for proper care of their young children while they are on duty.

CHAPTER - VII

THE CHIEF MEDICAL OFFICER

90. Appointment of Chief Medical Officer- (1) The person mentioned in column (2) of the Table below shall be the Medical Officer for the prison mentioned in column (1) thereof: -

THE TABLE

	<i>Name of the Prison</i>	<i>Chief Medical Officer</i>
	(1)	(2)
1	Central Prison-I, II, Special Prison for Women, Chennai at Puzhal	A Surgeon or a physician attached to Government Stanley Medical College and Hospital, Chennai and deputed by the Dean.
2	Central Prison, Madurai, Palayamkottai, Coimbatore. Vellore, Cuddalore, Salem, Tiruchirappalli, Borstal School, Pudukkottai and Special Prison for Women, Vellore, Tiruchirappalli, Madurai and Coimbatore.	A Surgeon or a Physician attached to the local Government Medical College and Hospital and deputed by the Dean.
3	District Jails/ Special Sub-Jails/Sub-Jails.	Resident Medical Officer of the Government Headquarters Hospital.
4	Open Air Prison, Purasadaudaippu and Open Air Prison, Singanallur	Civil Assistant Surgeon attached to the Government Medical College and Hospital, Sivagangai or Government Medical College and Hospital, Coimbatore and deputed by the Dean.

(2) During the absence of the Chief Medical Officers on Casual leave, tour, etc., the holders of their post in the Medical Department shall attend to the duties of the Chief Medical Officers in these prisons.

91. Control of Assistant Surgeons. – The Chief Medical Officer shall be assisted by the Assistant Surgeons attached to the Prison Hospital. These Assistant Surgeons shall act under the administrative control of the Superintendent of the Prison except for medical treatment of the prisoners for which they shall be subordinate to the Chief Medical Officer.

92. Accommodation for Assistant Surgeons and Psychiatrists. – The Assistant Surgeons and psychiatrists who are deputed to the Prison Hospitals are entitled for rent free quarters.

93. Channel of communication. – The Chief Medical Officer shall correspond with the Director General of Prisons and Correctional Services through the Superintendent of Prison on submission of indents for medicines and other administrative matters, but he shall correspond with the Director General of Prisons and Correctional Services direct, if he desires to do so, on matters relating to sanitation, sick prisoner's food and clothing and discipline in the prison Hospital. The Chief Medical Officer shall also correspond with the Director General of Prisons and Correctional Services direct if he notices injuries on any prisoner which are alleged to have been caused by the prison officials during his visit. He shall accompany the Director General of Prisons and Correctional Services during his inspection of the prison.

94. General duties. – The general duties of the Chief Medical Officer shall cover every matter connected with the health of the prisoners, their treatment when sick, and the sanitation and hygiene of the prison.

95. Daily visits to prison. – (1) The Chief Medical Officer shall visit the prison and shall see the sick daily, except on Sundays and holidays and on those days also whenever necessary;

(2) He shall inspect every part of the prison and prisoners under punishment at least once a week and often in time of sickness;

(3) He shall also make a full medical inspection of all the prisoners once a month;

(4) If any epidemic or unusual sickness prevails or any serious case of illness occurs, he shall visit the prison as often as may be necessary.

(5) If he is prevented from doing as prescribed above by sickness or any other cause, he shall record the fact and the reason for it in the journal.

(6) The Chief Medical Officer or Medical Officer (In Charge) shall visit the prison and shall examine sick prisoners every day. He shall visit the prison on Sundays and holidays as well, whenever necessary.

96. Attendance at weekly inspection. – (1) The Chief Medical Officer shall be present at the Superintendent's weekly inspection and shall then see every prisoner and carefully examine each one, paying special attention to any signs of a scorbutic or anemic tendency, of any falling off in condition or of skin disease. He shall also examine the prisoner's clothing and bedding to see that they are adequate as well as the buildings, drainage, ventilation, drinking water and conservancy arrangements of the Prison.

(2) He shall at the same time examine the record of prisoner's weighments, shall satisfy himself that the weight test is being properly applied and shall see that the prisoner losing weight in any material degree are separately paraded.

(3) He shall examine all prisoners who have lost substantially in weight and advise the Assistant Surgeon of the Prison and give necessary instructions regarding the action to be taken in the matter.

97. Attendance on prison Officers. – (1) The Chief Medical Officer shall attend on all prison officials and their families residing in prison premises. In all cases of minor ailments, he may depute the medical subordinate to do this duty. Their treatment shall be recorded in a prescription book.

(2) The Chief Medical Officer shall bring to the notice of the Superintendent any facts respecting the cause of illness of the Officer or Subordinates of the prison that may be of importance to enable him to determine as to the fitness or otherwise of the official or subordinate for continued employment in the prison.

(3) The Chief Medical Officer shall examine all candidates for employment and all prison Officers who may be sent to him for that purposes and shall certify in writing regarding their physical capacity and state of health.

(4) The Chief Medical Officer shall maintain a minute book in which he shall enter all directions given by him concerning the duties of the Medical staff under him, the management of the hospital and any instruction of importance as regards treatment of a patient or any other matters.

98. Duties of Chief Medical Officer. – (1) The Chief Medical Officer shall verify the correctness of the records made by the Assistant Surgeons of the Prison.

(2) He shall, once in every six months, inspect the medicines kept in store and satisfy himself that the weights, measurements and quantities of medicine are entered correctly in the stock book. He shall take timely action to see that the medicines are used in prison before the date of expiry or got transferred to other prisons or hospitals,

if they cannot be used before the date of expiry. He shall also inspect the instruments and equipments and see that they are being maintained properly and sufficient stock is kept in reserve.

(3) All indents by the Assistant Surgeons shall be scrutinized and countersigned by him.

(4) He shall examine all cases coming for release on medical grounds under rules 631, 632, 633 and 634.

(5) Whenever the mortality of the prison during a month exceeds one per cent per annum, he shall record in the monthly return, an explanation of the cause of such excess mortality. In case of unusual mortality, he shall make a special report on the subject for transmission to the Government through the Director General of Prisons and Correctional Services.

(6) Special Needs of Aged prisoners: The Chief Medical Officer shall ensure that the medical needs of aged prisoners in terms of ophthalmological care, dental care, physiotherapy, and clinical testing for diabetics are regularly attended to.

(7) Treatment of Drug Addicts. - The Chief Medical Officer shall organise de-addiction programmes for such prisoners who are known to be drug-addicts. He shall also organise training in Transcendental Meditation and Yoga for them.

(8) The Chief Medical Officer/Medical Officer In-charge, shall also be responsible for conducting medical examination of candidates selected for appointment to various posts in the prison.

99. Maintenance of Journals. - (1) The Chief Medical Officer shall keep a journal in Form No.3 in which he shall record every visit paid to the prison, the hour at which he entered, and left the prison, the portions of the prison or classes of prisoners visited, the number of sick in hospital and any matter which he considers should be brought to the notice of the Superintendent, especially-

- (a) any defects in the food (rules 406 and 407), clothing or bedding of prisoners or in the cleanliness, drainage (rule 755) ventilation (rule 745), water supply or other arrangements of the prisons which the Chief Medical Officer considers likely to be injurious to health, together with suggestions for the remedy of such defects;
- (b) any occurrence of importance connected with the hospital administration, any marked increase in the number of in or out-patients and the apparent causes of the same; and
- (c) any observations, recommendations or directions regarding individual prisoners.

(2) This journal shall be sent immediately after each visit, to the Superintendent for the immediate issue of such orders as he may see fit to pass.

100. Submission of returns. - The Chief Medical Officer shall submit punctually the prescribed returns and shall furnish any other information regarding the medical administration of the prison which the Director General of Prisons and Correctional Services may call for. A report regarding the sanitary condition prevailing in prison shall also be furnished to the Director General of Prisons and Correctional Services along with the annual returns.

101. Maintenance of Register. - The Medical Registers and Forms other than the Journal shall be kept under the orders of the Chief Medical Officer, who is responsible for their correctness. At the Director General of Prisons and Correctional Services inspection, the Chief Medical Officer shall produce before him, every register and record, connected with the medical administration of the prison.

Explanation.- The Chief Medical Officer's other duties, are prescribed in the following rules, namely: -

Examination of prisoners on admission and certification- etc- Rules 211 and 212.

Examination of articles of food- Rules 406 and 407.

Examination of prisoners with reference to labour – Rule 440.

Medical administration – Rules 699 to 739.

Sanitation- Rules 740 to 771.

102. Visit to District Jails, Special Sub-Jails and Sub-Jails by the Deputy Superintendent of the hospital and Joint Director of Medical and Rural Health Services. - (1) The Deputy Superintendent of the hospital shall visit the District Jails, Special Sub-Jails and Sub-Jails in their jurisdiction once in a year and submit the inspection report to the Director General of Prisons and Correctional Services through the Director of Medical and Rural Health Services.

(2) The Joint Director of Medical and Rural Health Services shall visit the District Jails, Special Sub-Jails and Sub-Jails in his jurisdiction once in a year and submit the inspection report to the Director General of Prisons and Correctional Services through the Director of Medical and Rural Health Services.

CHAPTER - VIII

THE MEDICAL SUBORDINATES

103. Appointment of Medical Subordinates to Prisons.— (1) In each prison and Borstal School, one or more Assistant Surgeons shall be appointed to be Medical Subordinates.

(2) Assistant Surgeons are placed by the Director of Medical and Rural Health Services at the disposal of the Director General of Prisons and Correctional Services either permanently or temporarily to meet special emergencies; and all leave excepting casual leave is granted by the Director of Medical and Rural Health Services on the recommendation of the Director General of Prisons and Correctional Services. The Director General of Prisons and Correctional Services shall also address the Director of Medical and Rural Health Services for the posting of a substitute except where the absence is short and local arrangements can be made.

(3) The Superintendent of the Prison shall be the authority to grant casual leave to the Assistant Surgeon attached to the respective prison. However, in case a substitute from outside is necessary during the leave period, the Chief Medical Officer shall be consulted before casual leave is granted.

104. Terms of appointment. - (1) An Assistant Surgeon shall be appointed to the Prison Service from the Directorate of Medical and Rural Health Services and his postings and shall be made by the Director of Medical and Rural Health Services in consultation with the Director General of Prisons and Correctional Services.

(2) The Assistant Surgeon shall be supplied with four coats per year as uniform. The coats shall be made out of prison made drill and tailored in the tailoring section of the prison. The coats shall be the property of the Department of Prisons and Correctional Services and kept in the prison.

105. Channel of Communication. - Assistant Surgeons in the prison service shall communicate with the Director of Medical and Rural Health Services through the Chief Medical Officer of the prison and the Director General of Prisons and Correctional Services in like manner shall be the medium of communication between the Director of Medical and Rural Health Services and all Assistant Surgeons in the prison Service.

106. Conditions of Service. - Assistant Surgeons, Staff Nurses, Pharmacists and Nursing Assistants attached to prison shall not, while on duty, leave the prison premises without the permission of the Chief Medical Officer and of the Superintendent of the Prison.

107. Maintenance of the Report Book. - (1) Every Assistant Surgeon shall maintain a Report Book in Form No.4 in which he shall record all matters of importance that he wishes to bring to the notice of the Chief Medical Officer;

(2) The Report Book shall be produced for the inspection and orders of the Chief Medical Officer, who shall initial the book daily.

108. Hours of duty. – (1) In prisons where there are more Assistant Surgeons than one-

(a) the hours of duty during the day shall be so distributed between them by the Chief Medical Officer that one or the other is always present in the prison; and

(b) Wherever three or more Assistant Surgeons are available, one Assistant Surgeon should be made available for every eight-hour shift in three shifts round the clock at prisons. If there is any vacancy due to weekly-off or any other contingency, arrangements should be made that one Assistant Surgeon is available in prison during Forenoon and second one is deputed in Night shift to attend to the emergent medical needs of prisoners. The afternoon shift, being lean shift, Assistant Surgeon may be on call. Further, they should reside in official accommodation provided or preferably near to the prison, so that their services may be utilised at any time if so, required in the prison.

(2) In prisons, where there is only one Assistant Surgeon he shall remain inside the prison throughout the day, except when permitted to absent himself for meals or other sufficient reason. He shall visit the hospital occasionally at night and may under the orders of the Chief Medical Officer, be required to remain on duty there, if there are any cases under treatment that are likely to render his presence necessary.

109. Custody of keys.— (1) An Assistant Surgeon on duty inside the prison at night shall be responsible for the safe custody of the keys of the hospital and of any other place in which prisoner is confined, whom he is likely to be called on to attend, but he shall not unlock any door except in the presence of the Patrolling Officer or other Officer of the prison, and if the urgency is not great, except in the presence of the Jailer or Deputy Jailer.

(2) Every Assistant Surgeon entrusted with keys shall be held responsible that the keys are kept in his personal possession and are not improperly used, and shall report at the earliest opportunity to the Jailer and Chief Medical Officer every instance in which he has had occasion to unlock the door of any compartment occupied by prisoners during his term of duty at night.

110. Duties generally stated. - The duties of an Assistant Surgeon, generally stated, shall be to attend to the health and cleanliness of the prisoners, the treatment of the sick, the sanitation of the prison, the fortnightly weighments, the supervision of the food and all other matters connected directly or indirectly with the health of the staff and inmates of the prison.

111. Duties further defined. - It shall be the duty of an Assistant Surgeon—

(a) to be present at unlocking, attend to any prisoner who complains or appear to be ill and have him removed to hospital or place before the Chief Medical Officer for examination, as each case may require;

(b) to attend daily on the sick in the hospital and outdoor patients and supervise the preparation and issue of medicines, food and extra diet to the sick and to the prisoner in infirm and convalescent gangs and to satisfy himself that the Chief Medical Officer orders are properly carried out;

(c) to make a daily round of the prison and to daily visit all prisoners in cells and report to the Chief Medical Officer all complaints made to him that have any bearing on the health of the inmates;

(d) to be responsible that all medicines are properly arranged, labeled and put away in a place of safety, to take proper care of the instruments and appliances and all equipments in his charge, to see that sick prisoners are clean and tidy; that the hospital clothing and bedding are marked in a distinctive manner; that all articles in use in hospital are safely stored and kept clean; to allow no property in his charge; to leave the prison premises and not to permit any convict attendant to handle instruments or distribute drugs whose misapplication may be attended with danger;

(e) to ensure that the Pharmacist attends to the clerical work connected with the hospital such as the upkeep of registers, the preparation of returns, and the punctual submission of indents;

(f) to satisfy himself that the food for the sick is properly prepared and distributed;

(g) to be responsible that order, cleanliness and discipline are maintained in the hospital and its enclosure, that the staff nurses and others employed in the hospital perform their duties properly, that any excess or deficiency of attendants is brought to notice and to report any relaxation or violation of the rules;

(h) to visit the kitchen daily, inspect the food supplies, raw and cooked, both in bulk and after distribution, see that the salt, oil and condiments are added and thoroughly, mixed in his presence, satisfy himself that the food is of good quality and that the quantity of each article is according to the sanctioned scale also to see that the kitchen and its surroundings are maintained in a sanitary condition; that the drains are flushed and free from refuse, that the water stored in the cisterns for cooking and washing utensils is changed frequently and that the utensils in use are clean and in good repair;

(i) to supervise the milking of the cows for the supply of milk to the hospital, to test the milk in the prescribed manner, to see that it is properly boiled before issue.

(j) to keep a vigilant watch on prisoners suspected of malingering and to report the result of his observations;

(k) to be present at the various parades and to separate for examination and treatment any prisoner who appears to be in need of attention or who is known or suspected of leaving part of his food uneaten;

(l) to arrange that the evacuations of prisoners suffering from bowel disease are kept for the inspection of the Chief Medical Officer and that they are suitably protected and subsequently disinfected and disposed of;

(m) to bring to the notice of the Chief Medical Officer any female whom he may suspect to be pregnant;

(n) to see the bathing of prisoner suffering from skin affections and generally to do every thing to ensure that the health of the prisoner is maintained, by reporting all irregularities and making any suggestions for improvement for the consideration of the Chief Medical Officer;

(o) to examine all newly admitted prisoners and shall record in the admission registers and medical sheet the particulars as regards health, labour and the like;

(p) to satisfy himself that the prison and private clothing of newly admitted prisoners are properly cleaned, and that the clothing is, if necessary, disinfected before removal to the store-rooms;

(q) to vaccinate newly admitted prisoners, and if so directed, infants admitted with their mothers or born in prison;

(r) to bring promptly to the notice of the Superintendent and Chief Medical Officer any case of suspected cholera or other contagious or infectious disease that may appear amongst the staff or inmates of the prison;

(s) to examine the wells and other sources of water supply, to bring to notice any defects with regard to its quantity or quality, to examine all tanks and vessels daily in which water is stored or conveyed and to prepare samples for analysis when required to do so;

(t) at least once a week to inspect the surroundings of the prison and especially the place and manner in which filth and the like are trenchd or otherwise disposed of; and

(u) to attend to the ventilation, with due regard to the season of the hospital, sleeping wards and workshops and to satisfy himself that prisoners are not unnecessarily exposed to draught or to rain.

112. The weighment of prisoners. - The Assistant Surgeon shall supervise the fortnightly weighment of prisoners, shall record each prisoner's weight in his weighment chart and shall parade as soon afterwards as possible for inspection by the Chief Medical Officer, all prisoners who are losing weight to any noticeable extent:

Provided that in cases when the subordinate medical establishment is small as compared with the number of prisoners, or in cases where the medical work is heavy, an Officer of the executive staff of the prison may be deputed by the Superintendent of Prison to assist the Assistant Surgeon in carrying out the work of recording the weight of prisoners.

113. Allotment of labour on medical opinion. - When the Assistant Surgeon is of opinion that the health of any prisoner suffers from employment of any kind or class of labour, he shall record such opinion in the prisoner's sheet and such prisoner shall not be employed on that labour, but shall be placed on such other kind or class of labour as the Chief Medical Officer may consider suitable for him.

114. Duty on occurrence of death. - The Assistant Surgeon shall forthwith report to the Chief Medical Officer every death that occurs in the prison and shall assist at the postmortem examination and be responsible that the body before removal from the mortuary is suitably prepared for burial.

115. Medical aid to Officers and to assist Chief Medical Officer, generally. - The Assistant Surgeon shall, under the direction of the Chief Medical Officer, afford medical aid to all members of the prison establishment and others living on the prison premises. He shall render every assistance to the Chief Medical Officer by reporting to him all matters affecting health such as-

- (a) Overcrowding;
- (b) Unsuitable, worn out or dirty clothing;
- (c) Neglect of personal cleanliness;
- (d) Undue exposure to weather;
- (e) Unpunctuality of meals;
- (f) Neglect of air, dry or cleanse clothing and bedding; and
- (g) Unsuitable tasks.

116. Appointment of Staff Nurse and Pharmacist. - (1) As far as practicable, only Staff Nurses and Pharmacists, who have passed the tests prescribed by the Medical Department shall be employed in prisons.

(2) (i) Staff Nurses and Pharmacists shall be posted to prison duty by the District Medical Officers of the districts in which the prisons are situated and to the Central Prison-I, II and Special Prison for Women, Chennai at Puzhal, by the Dean, Government General Hospital, Chennai for a period of three years exclusive of any long leave availed of and then reverted to the Civil Medical Department. The said period of three years may either be extended at the option of the individual and with the approval of District Medical Officer, or the Dean, Government General hospital, Chennai as the case may be, and the Superintendent of the Prison concerned, by such further period of those Officers may consider desirable or reduced on the recommendation of the District Medical Officer or the Dean of the Government General Hospital, Chennai as the case may be, or of the Superintendent of the Prison concerned. All leave, excepting casual leave, shall be granted by District Medical Officer or the Dean, Government General Hospital, Chennai, as the case may be, on the recommendation of the Chief Medical Officer of the prison.

(ii) Casual leave may be granted to the Staff Nurses and Pharmacists by the Chief Medical Officer of the prison in accordance with the rules relating to the grant of such leave.

117. Duties of the Staff Nurses and the Pharmacist. - (1) The Staff Nurses and the Pharmacist shall obey the lawful orders of the Chief Medical Officer and the Assistant Surgeon in all matters, connected with the medical work of the prison and of the Superintendent, Additional Superintendent and Jailer, in other matters.

(2) Their duties shall be to help the Assistant Surgeon in the maintenance of the health of the staff and prisoners by compounding and distributing medicines, vaccinating and weighing prisoners, performing clerical work, maintaining order and discipline in the hospital and by carrying out such other duties of a like character as may be imposed and allocated to them by the Chief Medical Officer.

CHAPTER- IX

ADMINISTRATIVE OFFICER AND PRISON MINISTERIAL SUBORDINATES

118. DUTIES OF ADMINISTRATIVE OFFICER:- THERE SHALL BE AN ADMINISTRATIVE OFFICER IN EVERY CENTRAL PRISON AND HIS DUTIES ARE AS DETAILED BELOW:-

- (1) To function as non-technical and non-executive Administrative Officer in all matters relating to prison administration and shall be answerable to the Superintendent only;
- (2) See the proper maintenance of Service Registers of the staff of the office of the Superintendent of Prisons;
- (3) Sign fair copies for the Superintendent of Prisons;
- (4) Perform all the office duties for the efficient administration of the prison;
- (5) Exercise control and supervision over the work of all subordinate members of the ministerial staff;
- (6) Responsible for the observance of all rules and orders in his work and shall bring to the notice of the Superintendent any violation in the work of the subordinate members of the ministerial staff and any breach of conduct among them;
- (7) Attend to the checking of attendance registers of the subordinate ministerial staff;
- (8) Attend to passing of office contingent bills and drawl of permanent advance and its recoupment;
- (9) Sign pay bills and bills for the drawl of funds (General Provident Fund, including Traveling Allowance bills etc.), and countersign the Travelling Allowance bills of all the subordinates of the District Jails, Special sub-jails and sub-jails under the control of the Superintendent;
- (10) Attend to all routine correspondence and initiate action to call for information and particulars wherever necessary to be put-up to the Superintendent of Prison to help to take decisions;
- (11) Checking of Personal Registers and connected Registers of all Assistant and Junior Assistants working in the office of the Superintendent of Prisons;
- (12) Verify the cash transaction including daily physical verification of cash relating to the office of the Superintendent of Prisons and attest all Registers, entries in the Cashbook, Permanent Advance Register, PCP Registers, prisoners Bata Book and all Registers relating to financial transaction of the office of the Superintendent of Prisons;
- (13) Attend to all correspondence relating to adjustment of invoices;
- (14) Call for reports in respect of advisory board cases;
- (15) Check the various registers connected with the supply of articles and issue of invoices;
- (16) In his absence, his duties will be carried on by the Superintendent himself; and
- (17) Perform any other duties other than executive assigned by the Superintendent from time to time.

119. Duties of Office Manager/Office Superintendent. - (1) There shall be an Office Manager in general section in every prison. He shall assist the Superintendent, in office administration including service matters of staff. He shall exercise control and supervise the work of all subordinate members of the ministerial staff and guide them. He is responsible for the observance of all rules and orders in his work and shall bring to the notice of the Superintendent any violation in the work of the subordinate members of the ministerial staff and any breach of conduct among them and any matter concerning the discipline of the prison in general.

(2) The Office Superintendent, Accounts section shall be responsible for the safe custody of cash, cash transactions, drawl of bills, proper maintenance of cashbook, and all registers in accordance with the code rules and instructions issued from time to time by Government or the Director General of Prisons and Correctional Services or the Superintendent.

(3) The Office Superintendent, Remission section shall be responsible for all correspondence, proper maintenance of records relating to remission section.

(4) They shall perform duties as the Superintendent may, by order to be recorded in writing in the Superintendent's order book, assign to him.

(5) They shall be responsible for the prompt submission of all the prescribed Registers maintained by the staff working under their control on the due dates for periodical checkup.

(6) Where there is no post of Accountant attached to the Prison or Borstal School, the Office Manager/Office Superintendent (Accounts section) shall also have to discharge the duties of Accountant in addition to his own duties.

120. Duties of Accountant. - (1) The Accountant shall be responsible for the safe custody of cash, cash transactions, proper maintenance of cashbook, and all registers in accordance with the code rules and instructions issued from time to time by Government or the Director General of Prisons and Correctional Services or the Superintendent. He shall perform duties as the Superintendent may, by order to be recorded in writing in the Superintendent's order book assign to him.

(2) He shall perform such other work as may be assigned to him by the Director General of Prisons and Correctional Services or the Superintendent from time to time.

121. Duties of Assistant. - (1) The permanent strength of the ministerial establishment in each prison shall be determined from time to time by the Government.

(2) In all prisons, the duties to be assigned to the several Assistants shall be determined by the Superintendents who shall ordinarily see that they are given opportunity to work in all the branches of work by rotation.

(3) The Assistant in-charge of manufactory section shall be designated as "Store-keeper". If there are two Assistants for manufactory section, one of them shall be in-charge of finished materials, stores and the work relating to their disposal, etc.

122. Duties of Junior Assistant. - The Junior Assistants shall perform the duties assigned to them by the Superintendent. They shall work under the direct supervision of the concerned Assistant or under the Office Manager/Office Superintendent direct, as may be decided by the Superintendent.

123. Duties of Record Clerk. - The Record Clerk shall be in-charge of the records and shall work under the direct supervision of the Office Manager. In prisons where there is no Record Clerk, one of the Junior Assistants shall be put in-charge of records in addition to his own duties.

CHAPTER-X

CORRECTIONAL OFFICERS

124. Reception Unit. - There shall be a Welfare Officer, Psychologist and Social Case Work Expert in each Central Prison and Special Prison for Women. These Officers shall be called as Correctional Officers and they shall form part of the Reception Unit in a prison to attend on prisoners on their admission.

Explanation. - 'Reception Unit' means the group of Officers who attend on prisoners on their admission and during the quarantine period.

125. Duties of Psychologist. - It shall be the duty of a Psychologist:-

(a) to administer intelligence quotient test and personality test to every prisoner sentenced to a period of one year and above:

Provided that the above tests shall also be administered in the case of prisoners sentenced to less than one year, if so, ordered by the Superintendent;

(b) to conduct vocational aptitude test, educational test, etc. Potentialities in selection for educational programmes and vocational placement shall also be studied;

(c) to perform and complete the above tests within a week of prisoner's admission; to prepare and submit a detailed 'Psychological Study' report in Form No. 90 for each prisoner in duplicate to the Superintendent through the Additional Superintendent analyzing the findings of tests and interpreting the same. The Superintendent may issue such orders as may be necessary on the report, return the original to the Psychologist and forward the duplicate with the orders to the Jailer through the Additional Superintendent. This duplicate copy shall be filed with the History Ticket of the prisoner. The Psychologist shall maintain the original report recording the result of future studies till the prisoner is released;

(d) to be a member of the Classification committee and to assist the Superintendent in classification and re-classification;

(e) to conduct individual counseling for not less than two prisoners per day and to send reports to the Superintendent;

(f) to hold not less than two sessions in a week for group counseling and each group shall contain not exceeding ten selected prisoners; Such sessions shall be conducted after assembling the prisoners after lock-up and before they go to bed. An Assistant Jailer shall be present at the time of group counseling representing the executive side and to take care of the prisoners from the security point of view;

(g) to assist the Superintendent in the preparation of pre-release programmes for prisoners;

(h) to receive troublesome and mischievous prisoners referred to him by the Superintendent to study his psychological attitude and behavior and to undertake the work of counseling and suggest other remedial measures; to make out a concise report and enter the same in the "Psychological study report" and to send it to the Superintendent through the Additional Superintendent for perusal and orders;

(i) to assist the Psychiatrist in related matters;

(j) to maintain a report book in Form No.4. He shall report his daily work to the Superintendent. The report book shall be placed before the Superintendent, once in a week on a day convenient to the Superintendent or oftener, if necessary;

(k) to submit monthly assessment report to the Superintendent for transmission to the Chief Probation Superintendent with his remarks. The Chief Probation Superintendent shall get it reviewed by the Regional Probation Officer (Research Cell) and forward it to the Director General of Prisons and Correctional Services with his remarks. The report shall be returned to the Superintendent with the orders of the Director General of Prisons and Correctional Services for necessary action;

(l) to guide the Social Case Work Expert in the maintenance of the prisoner's case files in connection with the classification; and

(m) to perform any other work assigned to him by the Superintendent in correctional matters.

Explanation (1): where the workload of the Psychologist is found to be heavy, the Superintendent shall order the Psychologist to administer the tests mentioned in clauses (a) and (b) for prisoners sentenced to a specified period.

Explanation (2): All the items of work done by the Psychologist shall find a place in separate reports and such reports shall be submitted to the Superintendent.

126. Duties of Social Case Work Expert. - It shall be the duty of a Social Case Work Expert -

(a) to make a social study through personal interview in the case of prisoners sentenced for a period of one year and above within a week of their admission and to prepare a social case study Report in Form No.91 for each prisoner and submit it to the Superintendent to attend to cases of prisoners sentenced to less than one year also within a week, if so, ordered by the Superintendent;

(b) to classify the problems of the inmates and deal with their difficulties in institutional life;

(c) to be a member of the Classification committee and to assist the Superintendent in the classification of prisoners and in their re-classification to participate in the orientation process;

(d) to establish co-operation and understanding between the prisoners and the administration and to deal with all correspondence relating to it;

(e) to assist the prisoner in developing his contact with his family and to provide assistance to the prisoner and his family members and to deal with all correspondence relating to it;

(f) to conduct individual counseling for not less than two prisoners per day and to send reports to the Superintendent;

(g) to hold not less than two sessions in a week for group counseling and each group shall contain not exceeding ten selected prisoners. He may hold such sessions after lock-up and before they go to bed. At the time of group counseling, an Assistant Jailer shall be present representing the executive side and to take precautionary measures from the security point of view;

(h) to assist the Superintendent in the preparation of pre-releases programme for prisoners sentenced to one year and more. The cases of prisoners sentenced to less than one year shall also be considered, if so, ordered by the Superintendent;

(i) to be responsible for the maintenance of prisoner's case files in connection with the classification by the committee;

(j) to maintain a Report Book in Form No.4, wherein he shall report his daily work and to send a special weekly report to the Superintendent. The report book shall be placed before the Superintendent once in a week on a day convenient to the Superintendent or oftener, if necessary;

(k) to submit monthly assessment report to the Superintendent for transmission to the Chief Probation Superintendent with his remarks. The Chief Probation Superintendent shall get it reviewed by the Regional Probation Officer (Research Cell) and forward it to the Director General of Prisons and Correctional Services with his remarks. The report shall be returned to the Superintendent with the orders of the Director General of Prisons and Correctional Services for necessary action; and

(l) to perform any other work assigned to him by the Superintendent in correctional matters.

127. Duties of Welfare Officer. – It shall be the duty of a Welfare Officer –

(a) to contact every prisoner in the prison and render such help as is consistent with the rules pertaining to the institution;

(b) to arrange for correspondence by every prisoner with his relatives outside;

(c) To keep the ties of prisoner's relationship with their family strong by arranging interviews with relatives and friends;

(d) to render help in the settlement of civil claims of every prisoner by persuasion or compromise;

(e) to help and protect the family of every prisoner during the period of his imprisonment or detention;

(f) to attend to correspondence work of illiterate prisoners or inmates to the extent provided for in the rules pertaining to the institution;

(g) to contact relatives and the Welfare and employment agencies either directly or through the concerned Probation Officer;

(h) to get deserving prisoners or inmates admitted in the After Care Home for social or vocational rehabilitation;

(i) to arrange for recreational or other activities permissible within the rule and to instil the value of democratic living so that after discharge, the prisoner may fit into society without any difficulty;

(j) to prepare if requested, appeal or mercy petitions for newly admitted prisoners and prisoners sentenced to death;

(k) to contact the Legal Aid Committees of the Taluk or District or Tamil Nadu State Legal Services Authority and arrange for drafting of the grounds of the appeal and engagement of the counsel to defend the prisoner before the appellate Court;

(l) to maintain History sheets of prisoners or inmates of the prison, whose cases he has taken up for welfare work in Form No.92. The work done by the Welfare Officer on behalf of the prisoners or inmates shall find a place in it; to maintain a Report Book in Form No.4 indicating his day-to-day work and submit it daily to the Superintendent of the prison who shall review it and pass such orders as are necessary;

(m) to submit fortnightly statistical returns to the Superintendents of the Prison to which he is attached;

(n) to draw pre-release programme in respect of prisoners sentenced to a period of one year and above and thereupon to enter into correspondence with the concerned Probation Officer for the proper settlement of the prisoners on their release; and

(o) to do such other work pertaining to the welfare of prisoners or inmates as the Superintendent or the Director General of Prisons and Correctional Services assigns to him from time to time.

128. Other duties of Correctional Officers. - (1) The Psychologist, the Social Case Work Expert and the Welfare Officers shall act in immediate subordination to the Superintendent and shall be subject to the general control of the Director General of Prisons and Correctional Services. They shall co-operate with the custodial staff in matters relating to security, custody, discipline or day-to-day functioning and administration of the prison and also in building prison morale.

(2) Requests shall be made to the Jailer in writing to arrange to send prisoners for interview administering the tests, etc. In no case, the interview of a prisoner after lock-up shall be allowed and there shall be no objection to the presence of the guarding personnel within sight but out of hearing if so desired.

(3) They shall be present at the Superintendent's weekly inspection parade.

(4) The Superintendent shall equally distribute the work among them. However, the Welfare Officer shall not be required to attend to work where any specialized study is needed and for which he is not trained.

129. Maintenance of registers and records. - (1) There shall be a common despatch register for all of them. The Psychologist, Social Case Work Expert and the Welfare Officer shall despatch their respective tapals, the stamp account shall, however, be maintained by the Welfare Officer. The Psychologist, the Social Case Work Expert and the Welfare Officer shall also have separate current registers.

(2) Such of the records maintained by the Psychologist, the Social Case Work Expert and the Welfare Officer shall also be inspected by the Superintendent along with the other records of the Prison or Borstal School.

130. The duties of other personnel shall be as follows.-

- (a) **Law Officer.-** (i) Advising prison authorities on the protection of human rights of prisoners within the limitations of imprisonment.
- (ii) Interpreting legal and procedural rights of prisoners.
 - (iii) Assisting prison authorities in dealing with all prison matters pending in Courts.
 - (iv) Arranging free legal aid for indigent prisoners.
 - (v) Preparing petition and appeals for deserving cases.
 - (vi) Assisting prison authorities in holding special Courts, Lok Adalat and video conferencing.
 - (vii) To advise prison administration in all matters having legal bearing including agreements, contacts, affidavits and Court documents keeping prison authorities abreast with judicial pronouncements and directives on all prison matters.
- (b) **Counsellor.-** (i) Dealing with emotional and psychological problems of inmates.
- (ii) Providing counseling to prisoners facing problems of adjustment within the prison and in relation to their families outside.
 - (iii) Helping inmates develop their self-image, self-confidence, and motivation for correctional treatment.
 - (iv) Helping the staff in understanding the problems faced by the inmates.
 - (v) Aiding the psychiatrist in related matters.
- (c) **Probation Officer.-** He shall look after all matters relating to pre-mature release and leave including probation service under the supervision of Regional Probation Officer.
- (d) **Educational Personnel.-** Education in prisons has to be pursued as an important means of reformatory treatment. It not only implies providing literacy but also inculcating values among prisoners as are considered conducive to their social mainstream. Therefore, education personnel have to offer a comprehensive programme of education to prisoners in which various educational functionaries will perform their specific duties in the following areas: -
- (i) Conducting diversified educational programmes for health, academics, social and moral education.
 - (ii) Linking prison education with mainstream education.
 - (iii) Screening of newly admitted inmates for the determination of their educational aptitude, abilities and interests.
 - (iv) Participation in Classification Committee's work.

- (v) Conducting literacy, socio-cultural and spiritual development programme.
- (vi) Arranging tests and examinations; periodically assessing educational progress of inmates, changing educational programmes when necessary.
- (vii) Maintenance of a library with sufficient reading material.
- (viii) Audio-visual facilities.
- (e) **Technical Personnel.-** The technical personnel are responsible for the development of vocational training and diversified programmes of productive work as an important component of the reformatory process. While technically qualified and trained staff has to provide knowledge and skills for economic rehabilitation, the other technical staff will have to ensure proper maintenance of the prison infrastructure. Requisite staff may also be engaged for working and maintenance of Prison management software, documentation, digitization of records and other related work.
- (f) **Instructors.-** (i) Giving vocational aptitude test to inmates, interviewing and collecting data about inmates, vocational history, skills, abilities and interests.
 - (ii) Suggesting work and vocational training programmes for inmates.
 - (iii) Preparing plans for vocational training projects.
 - (iv) Imparting apprenticeship, on-the-job and vocational training to inmates.
 - (v) Utilizing resources of service and maintenance unit for training purposes.
 - (vi) Arranging arts and handicrafts projects.
 - (vii) Arranging vocational examinations for inmates.
 - (viii) Training of newly admitted prisoners.
 - (ix) Maintaining progress reports about the training of prisoners.
 - (x) Suggesting improvements in work methods.
 - (xi) Keeping the equipment and machines in the workshop in good working condition, custody and maintenance of shops and factories.
 - (xii) Ensuring safety measures in workshops and factory areas.
 - (xiii) Maintenance of discipline in the area under their charge, attending to emergency situations.
 - (xiv) Distribution of work to inmates.
 - (xv) Maintaining muster rolls of inmates working in various sections.
 - (xvi) Supplying inmates with production tools and materials.
 - (xvii) Supervision over quality and quantity of production
 - (xviii) Maintaining work sheets.
 - (xix) Measuring tasks and apportioning wages.
 - (xx) Indenting raw material from the Store Keeper, storing raw material in their charge, maintaining an account of raw material and manufactured articles in their charge, dispatch of manufactured articles to the Store Keeper, monthly checking of stores under their charge and reporting the same to the authorities concerned.
 - (xxi) Preparing work plans for work sheds under their control and forwarding them to the Officer in-charge.

- (g) **Maintenance Staff.-** (i) Maintenance and repairs of prison buildings.
- (ii) Maintenance and service of machines, tools and equipment and transport.
- (iii) Maintenance and service of electric lines, plumbing facilities, water supply plant and power plant.
- (iv) Periodical testing of emergency equipment like fire fighting equipment and accident prevention measures.
- (h) **Agricultural.-** Keeping in view, the rural background of most of the prisoners, training and development of agriculture in prisons, the agricultural personnel have to be responsible for the upgradation of their skills in this field. The specific duties to be performed by them are indicated as under.-
- (i) Dealing with all matters pertaining to agriculture, and horticulture.
- (ii) Distribution of agricultural work to prisoners, maintenance of muster rolls, assessing the work done and apportioning of wages.
- (iii) Planning of training projects, imparting training to inmates in improved methods and practices of agriculture and horticulture.
- (iv) Maintaining progress reports about the training of inmates.
- (v) Indenting of material from the Store Keeper; storing of material, maintaining an account of the equipment, material and produce, monthly stock taking.
- (vi) Preparing plans for agriculture and related work.
- (vii) Security and maintenance of tools and equipments, livestock.
- (viii) Maintenance of discipline in area in their charge, daily inspection rounds, weekly night inspection of forms and attending to all emergency situations.

CHAPTER – XI

SUBORDINATE OFFICERS GENERALLY

131. Division of staff into two parts.- The subordinate establishment of the Prison Department, exclusive of those deputed by the other departments, shall be broadly divided into two parts, namely, the Tamil Nadu Jail Subordinate service and the Ministerial Service, which is part of the Tamil Nadu Ministerial Service. The Record Clerks in Prisons belong to Tamil Nadu General Subordinate Service. The rules concerning these services are contained in the Special Rules for the Tamil Nadu Jail Subordinate Service, Tamil Nadu Ministerial Service and Tamil Nadu General Subordinate Service.

132. Officers required to pass the prison tests. - The special rules relating to Tamil Nadu Jail Subordinate Service shall apply in respect of subordinate Officers regarding the test to be passed by them.

Explanation.- “Subordinate Officers” for the purpose of this rule and the remaining rules in this Chapter shall be Officers lower in rank than that of the Jailer.

133. Liability to serve in any prison. - Every Subordinate Officer shall be liable to be employed wherever it seems fit to the Director General of Prisons and Correctional Services to employ him. Whenever a Warder is recommended for transfer, the names of the prisons in which he has previously served shall be stated.

134. Grant of leave. - The Fundamental Rules and the Tamil Nadu Leave Rules, 1933 shall apply to all prison Officers. Leave other than disability leave, which requires the sanction of the Government under Fundamental Rule 83 will be granted in accordance with the rules by the Director General of Prisons and Correctional Services in the case of those Officers whom he is competent to appoint, by the Inspector-General of Prisons (Headquarters) in the case of those Officers whom he is competent to appoint, by the Deputy Inspector-General in the case of those Officers whom he is competent to appoint and by the Superintendent in the case of those Officers whom he is competent to appoint. The Superintendent may grant any Subordinate Officer casual leave as per existing instructions in the matter.

135. Training in drill and musketry. - (1) Every Subordinate executive Officer shall undergo a thorough training in squad and company drill and the use of arms and Jailers, Deputy Jailers, Chief Head Warders and Gate keepers shall be able to drill the guard and give instructions in musketry.

(2) Ball practice shall be held once in alternate months and blank firing shall be practiced once in three months. The result of ball practice shall be recorded in the practice register in Form No.20.

136. Knowledge of rules. - Every subordinate Officer shall make himself acquainted with the rules, regulations and other executive instructions issued by superior Officers relating to his office and no plea of ignorance shall be accepted as an excuse for neglect or omission. The rules prescribed by Government regulating the conduct of public Officers are applicable to all subordinate Officers.

137. Duties towards Superior Officers. - Every Subordinate Officer shall yield prompt and strict obedience to all orders of the superior Officers and shall treat all superior Officers all times with respect.

138. Not to be absent without permission. - (1) No subordinate Officer shall be absent during the hours fixed for his attendance without the permission of the Superintendent or Additional Superintendent or Jailer. Any subordinate Officer disabled from the performance of duty by illness shall give or send immediate notice to the Jailer, who shall make such arrangements as may be necessary for the performance of the duty of the disabled Officer.

(2) Absence without leave for 21 days completes the offence of desertion, after which the Officer's name shall invariably be struck off from the date of absence.

(3) An application for reinstatement from an Officer, whose name has been struck off as a deserter shall not be entertained unless it reaches the Superintendent or an Officer of equal rank under whom the subordinate Officer was serving within two months of the date of the commencement of the absence without leave. The Superintendent or the corresponding Officer of equal rank, as the case may be, shall not reinstate a deserter (a) until the deserter has attended in prison which he should do, not later than the date prescribed by the Officer dealing with the case and has given his explanation for his absence without leave; and (b) unless the Superintendent or an Officer of equal rank, as the case may be, is satisfied, after such enquiry as may be necessary, that the case deserves reconsideration. At the end of two months, if no application for reinstatement is received and if the whereabouts of the deserter are not known; the Officer dealing with the case shall record in writing the fact that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and then confirm the dismissal. In other cases, a charge shall be framed and the procedure prescribed for oral enquiries complied with, before confirming the dismissal of reinstating the deserter with or without punishment.

139. Dress and personal appearance. - All subordinate Officers shall be clean in person and dress, and those for whom a uniform is prescribed shall at all times wear it while on duty, and shall further conform to such regulations, concerning their personal appearance as may be established by authority.

140. Officers not to smoke or drink while on duty. - No subordinate Officer shall smoke or drink while on duty or introduce liquor, tobacco or any other drugs into the prison.

141. No Officer to receive private visitors. - No subordinate Officer shall receive any private visitors with in the prison except with the sanction of the Superintendent.

142. Condition as to residence. - (1) Every subordinate Officer of a prison for whom residential quarters are provided shall reside therein.

(2) When free quarters are not provided, the subordinate Officer shall reside in such quarters as may be approved by the Superintendent.

(3) A subordinate Officer shall not except with the written permission of the Superintendent, allow any person other than his parents, wife or children to reside with him either temporarily or permanently in his quarters on the prison premises.

143. Prohibition against quarrelling. - All quarrelling between prison Officers is strictly prohibited. Any disagreement between the subordinates relating to their duties shall be referred to the Jailer or the Superintendent. A complaint by one Officer against an equal or superior Officer shall be made to the Superintendent. Officers making frivolous or false complaints shall be severely punished.

144. Officer to prevent escapes and introduction of contraband. - Every prison Officer shall –

(1) exert the utmost vigilance to prevent escapes;

(2) prevent to the best of his power, the introduction into the prison and the giving to any prisoner of any prohibited article; and

(3) prevent any communication between prisoners and outsiders, except as permitted by rules.

145. Prohibition against entering a ward or cell at night. - Except as elsewhere provided, no subordinate Officer shall enter a ward or cell at night:

Provided that in case of sickness or other emergency, he may so enter along with another authorized Officer:

Provided further that the Superintendent may by order in writing, relax this rule during the presence in the prison of epidemic disease.

146. Responsibility of warder for charge of gangs. - No warder shall be deemed to be free of responsibility for the charge of a gang of prisoners until he is relieved by another warder detailed for the duty, in the presence, and under the signature made at the time of relief, of the warder whose duty it is to conduct such relief.

147. Duties of Officer in-charge of gang. - Every Officer in-charge of a gang shall make his prisoners march in file and shall prevent all straggling and disorderly conduct, the holding of unauthorized communication with each other or with any unauthorized person or the procuring of prohibited articles.

148. Care of Keys. - No subordinate Officer entrusted with prison keys shall remove them from the prison, leave them lying about, or lend them to any person on any pretense whatever, but shall when leaving the prison or going off duty, deliver them to such Officer as may be authorized to receive them. The keys of wards, cells, or outer gates are not on any account to be delivered to any prisoner.

149. Care of Government property. - (1) When an Officer entrusted with the care of Government property, such as warrants, cash, stores and machinery, is transferred, proceeds on leave (other than casual leave) resigns, is suspended or discharged, he shall hand over all such property in his care to the Officer appointed to relieve him, and the relieving Officer shall compare all articles thus handed over with the entries in the prescribed registers and satisfy himself that they are correct, and shall then initial each register in its proper place in token of having correctly received charge of the articles entered therein. Until charge is thus taken and the registers initialed by the relieving Officer, the Officer relieved shall be wholly responsible for all errors and deficiencies in the property.

(2) All Officers shall, on relief hand over all current files accounts and register in their charge and obtain the signature of the relieving Officer in the list maintained by them, in token of the correct handing over and taking over of the various records.

150. Handing over and taking over of stores on transfer. - A maximum of three working days may be permitted for the purpose of handing over and taking over of stores at the time of transfer of charge to the following Officers mentioned in column (1) of the table below, who are in charge of various items of stores mentioned in column (2) thereof, namely:-

THE TABLE

Sl.No. (1)	Officer. (2)	Name of Stores hold (3)
1	Jailer	Civil Stores and prisoners Warrants.
2	Deputy Jailer	Ration Stores.
3	Assistant Jailer (clothing)	Clothing Stores
4	Store keeper	Manufactory stores
5	Deputy Jailer in-charge of special sub-jails	Civil Stores, prisoners warrants, ration stores.

Explanation. - The Superintendent shall certify in the last pay certificate of the relived Officer to the effect that the time taken by him to check and hand over charge of the Government properties to the relieving Officer is reasonable and that the relieving Officer should be treated as on duty for the full period.

151. Officers to instruct their successors. - All Officers on being relieved from any particular duty, or transferred to another part of the prison, shall point out to their successors all matters of special importance connected with their charge and explain any directions of any superior Officer affecting any particular prisoner or matter.

152. prisoners to be treated with good temper. - All prison Officers shall treat prisoners with good temper, humanity, and strict impartiality, and shall listen patiently and without irritability to any complaint or grievance, while at the same time maintaining strict discipline and enforcing observance of the rules and regulations. It is important that every complaint made by a prisoner should be heard with attention, in order that grievances may be redressed, and that no cause for discontent may be allowed to remain.

153. Prohibition against punishing or abusing prisoners. - No prison Officer shall, in any circumstances, punish any prisoner except under the Superintendent's order or threaten any prisoner with punishment or use violent, abusive, or insulting language to any prisoner. All conduct intended merely to irritate or annoy any prisoner shall be avoided. prisoner shall be addressed by their proper names or numbers.

154. prisoners not to be struck. - No prison Officer shall on any pretext strike a prisoner except in self defence or in the repression of disturbance and no more force shall then be used than is absolutely necessary.

155. Immediate report of misconduct to be made. - No subordinate Officer shall either through favour of a mistaken notion of kindness, fail to make an immediate report to his superior Officer of any misconduct or willful disobedience of the Prison rules.

156. Familiarity with prisoner forbidden. - No prison Officer shall unnecessarily converse with a prisoner or treat him with familiarity or allow any familiarity between a prisoner and any other Officer of the prison. No prison Officer shall discuss matters of discipline or prison duties or arrangements with or in the hearing of prisoners.

157. Officer not to have dealings with prisoner or other friends. - No prison Officer shall lend money to, borrow money from or incur any obligation in favour of any other Prison Officer or any prisoner or correspond with, or hold any intercourse with, the friends or relatives of any prisoner or have any unauthorized communication with any prisoner or with any person whatever as to matters concerning the prison.

158. Officers not to receive prisoner's property. - No prison Officer or other person in any way connected with the prison shall receive or use any article belonging to a person who either is, or has been confined in the prison.

159. Intercourse with discharged prisoners forbidden. - No prison Officer shall correspond with or hold any intercourse with any discharged prisoner or with friends or relatives of such prisoners, or allow any such prisoner, friend or relative, to visit or remain in his quarters, except with the special written permission of the Superintendent.

160. Officers not to be interested in prison contracts. - No prison Officer shall, directly or indirectly be concerned in any contract or agreement for the supply of any article to the prison. No prison Officer shall receive, directly or indirectly, any fee, gratuity, present or loan, from any contractor or person tendering for any contract with the prison or from any prisoner, prisoner's friend or any person visiting the prison.

161. Officer not to engage in trade. - No prison Officer shall, either directly or indirectly, engage in any trade, business or employment other than his legitimate prison duties.

162. Superintendent to decide when prosecution should be instituted. - (1) The Superintendent shall decide whether or not a prosecution shall be instituted in respect of any offence punishable under section 54 of the Prisons Act, 1894 (Central Act IX of 1894). Whenever a prosecution is determined on, the Officer concerned shall be suspended from duty.

(2) For minor offences and in cases of more serious misconduct when a subordinate Officer has a previous good record, the punishments of censure and fine, may be held in abeyance for a stated period ranging from three to six months, at the end of which period the order of punishment shall be cancelled, if the Officer's conduct while on duty during the period of postponement has been good. If the subordinate Officer's conduct is found to be unsatisfactory at any time during the period of postponement, the punishment may at once be confirmed. A deferred punishment shall be entered in the defaulter sheet or the confidential report, as the case may be, if it is confirmed.

(3) When the punishment held in abeyance is a censure and is subsequently confirmed, it shall have effect from the date of offence to which it relates.

163. Deferred punishment not to apply to certain Officers. - The system of deferred punishment shall not apply to Officers other than the executive Officers in the Tamil Nadu Jail Subordinate Service coming under Classes I and II in Branch I of the Special Rules for the Tamil Nadu Jail Subordinate Service.

164. Offences to be dealt with judicially: - For the following offences, a prosecution shall be instituted unless the Director General of Prisons and Correctional Services otherwise orders in which case the offender shall be punished departmentally, namely: -

- (1) Wilfully or negligently permitting an escape.
- (2) Committing any offence punishable under section 42 of the Prisons Act, 1894 (Central Act IX of 1894).
- (3) Immoral conduct with regard to any prisoner.
- (4) Any offence punishable under Chapter XII of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023).

165. Acquitted Officer to be reinstated. - A prison Officer acquitted of a charge by a criminal Court shall be reinstated in the service, unless the Director General of Prisons and Correctional Services for reasons to be recorded in writing, otherwise directs.

166. Officer to quit the Prison on termination of appointment. - (1) Every subordinate Officer it suspended or dismissed or removed from service or allowed to resign or compulsorily retired or voluntarily retired or retired on superannuation shall be required to at once to quit the prison and shall give up any uniform or other property of

Government entrusted to him.

(2) Any subordinate Officer transferred from one prison to another shall also be required to quit the quarters occupied by him, unless otherwise ordered by the Superintendent or higher authority.

(3) Where a subordinate Officer dies while in service, his family shall be permitted to occupy the quarters for a period of not exceeding one month from the date of death of the subordinate Officer, subject to the payment of rent as required by the orders in force.

(4) Every subordinate Officer, if suspended or dismissed or removed from service or allowed to resign or compulsorily retired or voluntarily retired or retired on superannuation shall vacate the rent-free quarters allotted to them, within one month, failing which forcible eviction shall be resorted to in the presence of the Superintendent or any Officer authorized by him after the issue of seven days written notice to vacate quarters. If the quarters is locked, the lock shall be broken and the articles inside the quarters shall be listed out and duly signed by the higher Officer present at that time.

(5) Where every such subordinate Officer fails to vacate such quarters within such time, a concessional rent or economic rent whichever is higher, plus 50 per cent such rent as penal rent shall be collected for the remaining period of occupation or till such forcible eviction under sub rule (4) is resorted to.

(6) The conditions contained in the above subordinate-rules shall equally apply to all Officers of the Department.

167. Caution to Officers under suspension. - (1) When a Government servant is suspended, he shall remain at the headquarters fixed in the order. He shall leave the headquarters only on obtaining prior permission of the appropriate authority.

(2) He must obey all orders to attend an enquiry into his conduct and if he fails to do so, the enquiry may be held in his absence.

168. Prohibition against employment of convicted person. - No person who has been convicted and punished with imprisonment shall be employed in any prison without the prior written sanction of the Director General of Prisons and Correctional Services.

CHAPTER - XII

UNIFORM OF PRISON OFFICERS

169. Uniform to be worn on duty. - The Officers in Tamil Nadu Jail Service and Tamil Nadu Jail Subordinate Service mentioned in these rules shall wear uniforms. They shall receive a free grant towards the provision of such uniforms as provided in these rules. All Officers shall, when on duty, always appear in the uniform prescribed for them. The colour code for shade khaki uniform for personnel of this department is "Pantone No.18-1018 TCX".

170. Uniform of Director General of Prisons and Correctional Services and other Prison Officers. - (1) Where the Director General of Prisons and Correctional Services is an Officer belonging to the Prison Department, he shall wear the uniform of Inspector-General of Prisons with crossed sword and baton and one star and garget patches with silver oak leaf pattern, and central strips.

(2) Where the Director General of Prisons and Correctional Services is an Indian Police Service Officer, he shall wear the badges of rank as prescribed in the Indian Police Service (Uniform) Rules and shall be governed by those rules.

(3) The Inspector-General of Prisons (Headquarters), Deputy Inspector General of Prisons, Superintendents of Prisons, Additional Superintendents, Jailers, Deputy Jailers, Assistant Jailers and Chief Head Warders shall have types of uniforms one known as ceremonial dress and the other as working dress, the details of which are given in the table below:-

THE TABLE

<i>Inspector General / Deputy Inspector General / Superintendent/ Additional Superintendent / Jailer</i>	<i>Deputy Jailer / Assistant Jailer</i>	<i>Chief Head Warder</i>
(1)	(2)	(3)
<i>Ceremonial Dress.</i>		
(i) Peak cap, Khaki gabardine.	(i) Peak cap, Khaki gabardine.	(i) Peak cap, Khaki gabardine.
(ii) Shirts-Khaki- terry-cotton.	(ii) Shirts- Khaki Terry-cotton.	(ii) Shirts- Khaki Terry-cotton.

<i>Inspector General / Deputy Inspector General / Superintendent/ Additional Superintendent / Jailer</i>	<i>Deputy Jailer / Assistant Jailer</i>	<i>Chief Head Warder</i>
(1)	(2)	(3)
<i>Ceremonial Dress.</i>		
(iii) Blue tie.	(iii) Khaki-tie.	-
(iv) Full Pants- Khaki- terry cotton.	(iv) Full Pants- Khaki- terry cotton.	(iii) Full Pants- Khaki- terry cotton.
(v) Brown shoes.	(v) Brown shoes	(iv) Brown shoes.
(vi) Khaki socks.	(vi) Khaki socks.	(v) Khaki socks.
(vii) Sam brown belt	(vii) Sam brown belt.	(vi) Sam brown belt.
(viii) Whistle with blue silk cord for lanyard.	(viii) Whistle with Khaki silk cord for lanyard.	(vii) Whistle with khaki lanyard.
<i>Working dress</i>		
(i) Peak Cap-khaki gabardine.	(i) Peak-cap khaki gabardine.	(i) Peak-cap khaki gabardine.
(ii) Shirts-Khaki- terry-cotton.	(ii) Shirts-Khaki- terry-cotton.	(ii) Shirts-Khaki- terry-cotton half sleeves.
(iii) Full Pants- Khaki- terry cotton.	(iii) Full Pants- Khaki- terry cotton.	(iii) Full Pants- Khaki- terry cotton.
(iv) Brown shoes.	(iv) Brown shoes.	(iv) Brown shoes.
(v) Khaki socks.	(v) Khaki socks.	(v) Khaki socks.
(vi) Leather web belt with monogram.	(vi) Leather belt with monogram.	(vi) Leather belt with monogram.
(vii) Whistle with blue silk cord for lanyard.	(vii) Whistle with khaki silk cord for lanyard.	(vii) Whistle with khaki lanyard.

(4) The Officer may be allowed to use at their own cost any texture of cloth instead of issued one. But the khaki colour shade must be as prescribed in rule 169.

(5) When on ceremonial parade with warders out side the prison, the Jailer shall wear a sword with his Sam brown belt.

(6) All Officers shall tuck their shirts inside the pants.

(7) Chief Head Warders shall be provided with the following, namely: -

- (i) One terry cotton khaki shirt and one terry cotton khaki full pants annually as working dress at Government cost or they may be provided with the required cloth.
 - (ii) Peak cap and State emblem at the rate of one cap once in three years, but the initial supply however, shall be of two caps.
 - (iii) Brown shoes once in two years.
 - (iv) Two pairs of military grey woolen socks once a year.
 - (v) Five large and four small white metal buttons once in two years.
 - (vi) Badges and whistle.
 - (vii) Leather belt.
 - (viii) Sam brown belt
- As and when found unserviceable at the discretion of the Superintendent

(8) The buttons, badges, whistles and State emblem shall be of white metal.

171. Uniform of Female Prison Executive Staff and Subordinate Staff. - The female executive staff and subordinate staff working in this Department shall wear the same uniform as their male counterparts. They may be permitted to wear sarees during pregnancy at the discretion of the Superintendent of Prisons.

172. Uniform of First Grade Warders; - First Grade Warders shall wear terry cotton Khaki shirt with half sleeves and with opening in front to within 102 milli metres of the waist having four white metal buttons 51 milli metres apart down the front, two breast pockets with white metal buttons, shoulder straps of khaki to be fastened with small white metal buttons and to have white metal prison badge. The shirts shall be made loose enough at the back to allow free movements. They shall wear terry cotton khaki full pant. The putties shall be of wool and in khaki colour. They shall wear a blue peak cap as working dress and woolen beret cap as ceremonial head dress. They shall wear on the right upper arm three chevrons in gold braid on ceremonial occasions and on other occasions three chevrons made of white cloth. They shall wear a blue web belt, black shoes and khaki woolen socks. A white metal whistle with khaki lanyard shall be kept in the breast pocket on the left side.

173. Uniform of Second Grade Warders. - (1) Second Grade Warders shall wear terry cotton khaki shirt with half sleeves and terry cotton khaki full pant for daily wear. The pattern shall be the same as prescribed for First Grade Warders. The shoulder straps of Khaki shall be fastened with small white metal prison badge. The shirts shall be made loose enough at the back to allow free movement. They shall wear blue peak cap as working head dress and woolen beret cap as ceremonial head dress. Warders with a service of ten years and more but less than 15 years shall wear on the right upper arm one chevron and Warders with a service of 15 years and more shall wear two chevrons of white cloth. Chevron in gold braid on ceremonial occasions and chevrons of white cloth on other occasions shall be worn on the right upper arm; and

(2) All Second Grade Warders shall wear a brown leather waist belt with white metal prison clasp, black shoes and khaki woolen socks. A whistle with white metal chain shall be kept in the breast pocket on the left side.

(3) Every member of the warder's establishment shall, when on duty inside the prison be provided with a baton of male bamboo, not more than 76 cm. long, not weighting more than 624 grams.

(4) Breech loading smooth bore carbines with bayonets shall be provided for warders.

174. Uniform of Borstal School staff. - The uniform and badges of rank of the members of the staff attached to the Borstal School shall be same as their counterparts in the corresponding categories in Central Prisons except the following namely:

(i) The inscription in the buckle of the web belt for the Chief Officer shall be 'Borstal School' while the inscription in the shoulder badge shall be "B.S".

(ii) The inscription in the buckle of the belt for the Petty Officers Grade I and Grade II shall be "Borstal School" while the inscription in the shoulder badge shall be "Borstal".

(iii) Thin batons of bamboo shall be provided to the Chief and Petty Officers while on duty inside and outside the Borstal School.

175. Monograms. - (1) The Officers of the Tamil Nadu Jail Service shall have the monogram "TJS" and those of the Tamil Nadu Jail Subordinates Service "TNJ" in the shoulder badges.

(2) The monogram and the badges of rank shall form of uniform.

176. Badges of ranks of the Prison Officers. - The badges of ranks for the Officers of the Tamil Nadu Jail Service and Tamil Nadu Jail Subordinate Service shall be as mentioned in the Table below: -

THE TABLE

(1)	(2)
(1) Inspector-General of Prisons (Headquarters).	Crossed sword and baton and one star and garget patches with silver oak leaf pattern, and central strips; blue band and ribbon embroidered crest with silver Zari wreath on peak cap.
(2) Deputy Inspector-General of Prisons.	The State Emblem and three silver stars; gadgets on collars; blue band and ribbon embroidered crest on peak cap.
(3) Superintendents of Prisons in Selection Grade.	The State Emblem and two silver stars gadgets on collars; blue band and ribbon embroidered crest on peak cap.
(4) Superintendents of Prisons with a service of less than ten years.	The State Emblem and one silver star.
(5) Additional Superintendent of Prisons.	The State Emblem.
(6) Approved probationers in the category of Jailers.	Three silver stars.

(1)	(2)
(7) Probationary Jailer.	Two silver stars.
(8) Deputy Jailer and Superintendent of Special Sub-Jail.	Three white metal stars & strips with blue and yellow colour.
(9) Assistant Jailer and Superintendent of Sub-Jails.	Two white metal star and strip with blue and yellow colour.
(10) Chief Head Warder.	One white metal star and strip with blue and yellow colour.

177. Grants admissible for providing Uniform to the Officer.— The free grants admissible for providing uniform to the Officers shall be as follows:-

(1) The Officers in Tamil Nadu Jail Service:

THE TABLE

<i>Serial number and name of the post.</i>	<i>Eligibility.</i>
(1)	(2)
1. The Director General of Prisons and Correctional Services of Prisons appointed from the Indian Police Service.	Governed by the Indian Police Service (Uniform) Rules.
2. Inspector General of Prisons (Headquarters)/ appointed by promotion (Promotee from the post of Deputy Inspector-General of Prisons) and Deputy Inspector-General of Prisons	A renewal grant of Rs. 250 after the lapse of five years from the date of last drawl of the grant.
3. Superintendent of Prisons and Additional Superintendent of Prisons appointed by Promotion.	Rs. 500 each on completion of two years of service in the category of Additional Superintendents of Prisons, irrespective of being declared as approved probationer and a renewal grant of Rs. 250 once in five years, at intervals of five years except during the last five years before retirement. Provided that Officers appointed by promotion or transfer shall draw the first renewal grant on the expiry of a period of five years of total service in these categories including the period of two years of service in the category of Additional Superintendent.
4. Jailer in Central Prisons and Deputy Superintendent in Borstal School, Pudukottai.	Rs.100 subject to renewal once in two years except during the last one year before retirement: Provided that the Officer appointed by direct recruitment shall be eligible for the grant on first appointment and those appointed by transfer after they have been declared to have satisfactorily completed their period of probation irrespective of whether the period of two years since the drawl of uniform as Deputy Jailer had elapsed: Provided further that Jailers appointed by transfer from among the Probation Officers of the Tamil Nadu Jail Subordinate Service or any other Service shall be reckoned as having been appointed by direct recruitment for the purpose of this rule.

Explanation (i).— The grant shall not be drawn except under the sanction of the Director General of Prisons and Correctional Services who shall before according sanction satisfy himself in each case that it is necessary, and it shall be utilized for the purpose for which it is made.

Explanation (ii).— An Officer whose probation is terminated or who has not utilized the grant solely for the purpose for which it was made may be required by the Director General of Prisons and Correctional Services to refund the grant or such portion thereof as the Director General of Prisons and Correctional Services, may determine.

Explanation (iii).- If within three years of the first appointment any Officer eligible for the grant resigns his appointment or is dismissed or removed from service, he shall refund such portion of the grant made to him as the Director General of Prisons and Correctional Services may determine provided that it shall be one year in the case of Jailer in a Central Prison and Deputy Superintendent, Borstal School.

Explanation (iv). - The Officers shall be eligible for the grant of full uniform grant if the period of service before retirement is five years or more. In case the period falls short of five years, the grant shall be paid after making a proportionate reduction. For this purpose, a period six months shall count as a year.

Explanation (v). - The rates of contribution per men sum towards the grant recoverable from other Governments in respect of Officers lent to them shall be fixed by Government from time to time in consultation with the borrowing Government for each completed year of service and also for broken period, if any.

178. Uniform of warder establishment. - (1) The members of the warder establishment including the petty Officers in the Borstal School shall be provided with articles of uniform at Government expense as mentioned in the Table below: -

THE TABLE

<i>Serial number and description.</i>	<i>Scale of supply.</i>	<i>Periodicity of supply</i>
(1)	(2)	(3)
1. Terry Cotton Khaki Shirts.	1 Number.	Once in a year.
2. Terry Cotton Khaki Full Pant.	1 Number.	Once in a year.
3. Blue peak –cap	1 Number.	Once in a year.
4. Woolen Baret cap.	1 Number.	Once in 5 years.
5. Black shoes.	1 pair.	Once in 2 years.
6. Socks (Khaki woolen).	2 pairs.	Once in a year.
7. Gold lace and chevrons.	1 set.	Once in 2 years.
8. Blanket with cotton warp and woolen warp.	1 Number.	Once in 3 years.
9. Glittered Ashoka State Emblem.	1 Number.	Once in 3 years.
10. White metal buttons (small).	7 Numbers.	Once in 2 years.
11. Carpet.	1 Number.	Once in 3 years.
12. Canvas shoes (only for warders driving vehicles).	2 pairs.	Once in a year.
13. Blue Web belt for Grade I Warder.	1 Number.	Once in 3 years.
14. Leather Waist belt for Grade II Warder.	1 Number.	Once in 7 years.
15. Jersey woolen.	1 Number.	Once in 3 years.
16. Shoulder Badge with word TNJ. (In Tamil - தஞ்சி)	2 Numbers.	Once in 2 years.
17. Waist belt buckles with word Tamil Nadu Department of Prisons and Correctional Services.	1 Number.	Once in 7 Years.

(2) The prisons mentioned in column (2) of the Table below shall keep helmet in reserve for use in any emergent situation, the number of which shall not exceed the figure indicated in column (3) thereof.

THE TABLE

<i>Serial number and name of the prison</i>	<i>Number of helmets.</i>
(1)	(2)
1. Central Prison.	Fifty each.
2. Special Prison for Women.	Twenty each.
3. District Jails	Twenty each.
4. Special Sub-Jail.	Five each.

179. Supply of extra suits. - The Assistant Jailer, Chief Head Warders and other Warders shall be required if the Superintendent considers it necessary to supply themselves with extra uniform at their own cost. Warders shall be required to supply themselves with banians or jerseys at their own cost and always to wear them under their uniform.

180. Uniform of Nursing Assistants. - (1) Nursing Assistants shall be provided at Government cost with the following articles of uniform annually namely:-

Male Nursing Assistants	Two white drill coats.
		Two pairs of drill trousers.
Female Nursing Assistants	Two white sarees.
		Two white jackets.

(2) They shall also be provided with woolen blanket once in three years.

181. Supply of water proof caps. - The Central Prisons shall be provided with fifteen water proof caps every three years for the use of sentries only. The District Jails shall be provided with ten water proof caps every three years for the use of sentries.

182. Maintenance of registers. - A register of articles of uniform shall be maintained by the (Arms) in Form No.18. Supplies of uniform shall be obtained on indents in Form No.38 passed by the Inspector-General of Prisons(Headquarters).

183. Responsibility for uniform supplied by Government. - Officer supplied with uniform at Government cost are prohibited from selling it and any unauthorized attempt to dispose of it shall render the offender liable to prosecution. All suits and barets shall be clearly and permanently stamped with the date of issue and this date shall be renewed when necessary. At every kit inspection, all members of the warder establishment shall produce two complete sets of uniform. If any article is lost or rendered unfit for use before the date fixed for issue of a new supply, it shall be replaced at the Officers' expenses.

CHAPTER - XIII

SECURITY DEPOSITS

184. Officers required to furnish security. - The Officers in the Department of Prisons and Correctional Services specified below who are appointed either permanently or on probation or to act for a period of more than four months in a particulars post shall furnish security and the security amount to be furnished by each of them shall be as follows, namely:-

<i>Sl. No</i>	<i>Name of the Post</i>	<i>Amount Rs. P.</i>
(1)	(2)	(3)
1	Jailer and Deputy Superintendent of Borstal School, Pudukottai.	5,000.00
2	Deputy Jailer, Assistant Superintendent of Borstal School, Pudukottai, Superintendent of Special Sub-Jails and Sub-Jails in the category of Deputy Jailer.	2,500.00
3	Assistant Jailer, Sub-Assistant Superintendent of Borstal School, Pudukottai, Superintendent of Sub Jail in the category of Assistant Jailer.	1,500.00
4	Office Superintendent (Accounts) in Central Prison and Office Manager in Borstal School, Pudukottai and in the office of the Chief Probation Superintendent, Chennai.	1,750.00

Sl. No	Name of the Post	Amount Rs. P.
5	Accountant and Selection Grade Assistant in General Sections and Wage-Earning Scheme in Central Prisons, who are expected to deal with cash and the Assistant in-charge of cash in the Office of the Director General of Prisons and Correctional Services.	1,500.00
6	(a) Assistant in-charge of raw materials and finished materials stores in the Central Prison, Coimbatore.	4,000.00
	(b) Assistant in-charge of manufactory stores in Central Prison, Vellore.	4,000.00
	(c) Assistant in-charge of stores in Central Prisons and Borstal School, Pudukottai except Central Prisons at Coimbatore and Vellore.	2,500.00
7	Junior Assistant in-charge of stores/stocks.	1,500.00
8	(a) (i) Weaving Master. (ii) Spinning Master/Spinning Instructress. (iii) Warping Master.	2,500.00
	(b) Central Prison, Vellore Boot Overseer.	2,500.00
	(c) Borstal School, Pudukottai and Central Prisons (i) Band Master. (ii) Carpentry Foreman/Instructor. (iii) Blacksmith Foreman. (iv) Tailor Foreman/Instructor. (v) Weaving Instructor. (vi) Physical Training Instructor. (vii) Assistant Agricultural Officer/Instructor. (viii) Electrical Supervisor. (ix) Wireman. (x) Teacher in-charge of Library books and Scouts.	1,500.00
9	Manufacture and Technical employees other than those mentioned in Serial Number (8) above.	1,500.00

185. Superintendent responsibility in other cases. - The Superintendent shall be responsible for bringing to the notice of the Director General of Prisons and Correctional Services any other cases in which he considers that security should be taken for consideration and determination of the amount as well as the monthly instalments, if any, to be fixed.

186. Method of depositing security, execution of security bonds, etc.- (1) The Officer shall furnish cash security within a specific period of recovery either in one lump sum or in monthly instalments at 20 per cent of the basic pay by recovery from his pay or otherwise after furnishing the fidelity guarantee. After the cash security is received in full, the fidelity guarantee shall be dispensed with.

(2) The recovery shall be effected in cash and no short recovery need be effected in the pay bills.

(3) The cash recovered from Government Servants concerned towards security shall be remitted into the Post Office Savings Bank Account to be opened in the name of the Government servant concerned. The passbooks shall be pledged with the heads of offices as security.

(4) A register of security deposit in Form No. 17 of Tamil Nadu Financial Code, Volume 1, or Form No. 41 of these Rules shall be maintained by the Superintendent. An extract of this shall be submitted to the Director General of Prisons and Correctional Services not later than 20th January each year.

(5) When fidelity guarantee is accepted as additional security, Article 282 of Tamil Nadu Financial Code, Volume I shall be observed.

(6) Officers shall execute appropriate bonds in Form 19 in the Tamil Nadu Financial Code, Volume I or in Form No. 39 of these Rule in favour of the Superintendent in the case of persons working in Prisons or Borstal School and in favour of Accounts Officer, Office of the Director General of Prisons and Correctional Services in the case of Accountant in the Office of the Director General of Prisons and Correctional Services.

(7) The security bonds executed by Officers need not be registered unless in any particular case, the Director General of Prisons and Correctional Services considers that the Government's interest would be prejudiced by not registering it. If registration is considered necessary, it shall be done at the expense of the Government.

187. Investment of deposits. - Investment of deposits shall be governed by the provisions contained in Articles 279 and 289 of the Tamil Nadu Financial Code Volume I.

188. Security in Government paper.- (1) When security is given in the form of Government promissory notes whether Central or State, it shall be accepted at 5 per cent below the market value or at its face value whichever is less and shall be duly endorsed in favour of the Superintendent of Prisons, Borstal School or Accounts Officer, Office of the Director General of Prisons and Correctional Services as the case may be, in accordance with the rules in Chapter IX of the Government Securities Manual.

(2) As regards annual valuation of securities, the procedure laid down in Article 289 of the Tamil Nadu Financial Code, Volume I shall be followed.

189. Post office five years cash certificates. - Post office Cash Certificates and Savings Certificates shall be accepted at their surrender value at the time of tender provided that the certificates are formally transferred to the pledged with the sanction of Head Post Master concerned in accordance with rule 5 of the Post Office-Cash Certificate Rules. In the event of savings certificate being forfeited to the Government within the period during which the certificates are not encashable, the certificates shall be retained by the Superintendent of Prisons or Borstal School or Accounts Officer, Office of the Director General of Prisons and Correctional Services, as the case may be, for the minimum period required and then encashed for the purpose of appropriating to Government the amount due.

190. Deposit receipts of banks. - Deposit receipts of State Bank of India, Nationalized Banks, the Tamil Nadu Sate Co-operative Bank and the Co-operative Central Banks approved by the Registrar of Co-operative Societies shall be accepted subject to the conditions and note contained in Article 279(6) of Tamil Nadu Financial Code, Volume-I.

191. Custody of promissory notes, cash deposit passbooks and bonds.- Government promissory notes deposited as security shall be lodged for safe custody with the Reserve Bank of India in accordance with the rules in Chapter VIII of the Government Securities Manual. Security deposits in cash shall be invested in the Post Office Savings Bank in accordance with the rules of the Post office Savings Bank. If the depositor so desires, the security deposit in the Savings Bank may also be invested in Government securities as laid down in Note 2 under paragraph 86 of the Government Securities Manual. All security passbooks shall be kept in the personal custody of the Superintendents of Prisons or Borstal School or Accounts Officer, Office of the Director General of Prisons and Correctional Services, as the case may be, to whom they are pledged. Similarly, all security bonds and agreements shall be kept in the personal custody of the Superintendent of Prisons or Borstal School or Accounts Officer, Office of the Director General of Prisons and Correctional Services, as the case may be.

192. Annual count and check of securities. - (1) All securities received shall be counted and checked by the Superintendent of the Prisons or Borstal School or the Accounts Officer, Office of the Director General of Prisons and Correctional Services as the case may be, once in a year, namely, in the month of May every year.

(2) In the case of securities lodged with the Reserve Bank of India, the Superintendent of the Prisons or Borstal School or the Accounts Officer, Office of the Director General of Prisons and Correctional Services as the case may be, shall watch for the annual list published by the Reserve Bank of India of the notes in its custody and bring to notice any omission or error in which he is concerned and get such error or omission rectified.

193. Retention of deposits and bonds.- Security deposits shall be retained for a period of not less than six months from the date of vacation of office:

Provided that the security bonds shall be retained permanently or until it is certain that, there is no further necessity for keeping them.

CHAPTER - XIV

ADMISSION OF PRISONERS

194. Proper warrant to accompany each prisoner.- (1) No person shall be admitted in a prison as a prisoner unless accompanied by a writ, warrant or order in the prescribed form, signed, dated and sealed by the competent authority. A separate warrant shall be received for every convict, even though two or more prisoners have been jointly charged and convicted. Before admitting a prisoner, the Assistant Jailer shall examine the warrant and by questioning the prisoner as to his name and other particulars and by verifying the identification marks of the prisoner with those contained in the warrant shall satisfy himself that he is the person referred to in the warrant. In the event of a prisoner refusing to answer the Assistant Jailer or denying the accuracy or the particulars entered in the warrant, the Officer on duty shall request the Officer in charge of the Police or military escort to identify the prisoner on the basis of information at his disposal as the prisoner named in the warrant. He shall then take the prisoner to the Jailer for compliance with the provisions of rule 198.

(2) While admitting convicts or under trial or Remand or detainee, the Police Department shall give necessary information in the prescribed format to the prison authorities about the antecedents so as to enable the prison authorities to categorize the prisoners. The prison authorities shall make necessary entries in the admission register and in the history ticket also.

1. Red - Security Category (S1): Fundamentalists, Naxalites, Extremists and Terrorists or any other individual characteristics warranting internment in High Security Enclosures.
2. Blue - Security Category (S2): Gangsters, Hired Assassins, Dacoits, Serial Killers, Rapists, Violent Robbers, Drug Offenders, Habitual Grave Offenders, Caste Fanatics and those highly prone to escapes / attack on police and other dangerous offenders posing threat to society.
3. Yellow - Security Category (S3): Those who do not post any threat to the Society upon release, like those involved in murders on personal motives, other bodily offences, other special and local laws, railway offences and other minor offences.

195. Procedure to be followed if warrant is irregular. - As soon as possible after a prisoner's admission, his warrant shall be examined by the Superintendent to see that it is in proper order. If a warrant is incorrect or incomplete and it seems likely that the error or omission is due to a clerical mistake, it may be retained and a reference shall be made for sending a fresh warrant to the issuing Court which has power under, section 362 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or section 403 of The Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) as the case may be, to correct such errors even in a judgment and which can always amend the warrant so as to make it correspond with the judgment. In other cases, Superintendent shall follow the procedure laid down in section 17 of the prisoners Act, 1900 (Central Act III of 1900). Every reference under this section shall be accompanied by a copy of the warrant referred to and by a nominal roll of the prisoner in Form No.46. When a warrant is returned for correction, a copy shall be retained in the appropriate compartment of the warrant almirah until the original is returned. Blank forms of warrants shall be kept for this purpose.

Illustration 1.- The following discrepancies in the warrants shall be brought to the notice of the Court with a request to send a fresh warrant correctly drawn up. On receipt of such correct warrant, the irregular warrant shall be returned to the Court for cancellation: -

- (a) Warrant mistaking or with incomplete or incorrect name of the offender;
- (b) Warrant omitting the number of months or years of imprisonment awarded;
- (c) Warrant or order not issued in the prescribed form;
- (d) Warrant written in pencil;
- (e) Warrant without appropriate seal of the Court or other competent authority;
- (f) Undated warrant;
- (g) Warrant not stating whether fine is paid or not;
- (h) Warrant without mention of previous convictions in case of a habitual offender;
- (i) Warrant with incomplete columns;

(j) Warrant of a civil Court committing an offender to imprisonment under section 103 of the Presidency Town's Insolvency Act, 1909 (Central Act III of 1909) or under the corresponding provisions of the Provincial Insolvency Act, 1920 (Central Act V of 1920), not specifying whether the imprisonment awarded is simple or rigorous;

(k) If any error of omission or discrepancy which in the opinion of the Superintendent is due to mere oversight or mistake, is found in any warrant or order or, if the sentence or order passed, though within the competency of the tribunal or authority which passes it, is in any way defective in form or otherwise irregular, he may receive the prisoner subject to reference to such tribunal or authority, as the case may be, for orders;

- (l) Identification marks of the prisoner should be clearly mentioned in the warrant;
- (m) Details of injuries shall be entered in the warrant;

(n) Procedure when the legality of a warrant is in doubt.- When an Officer in charge of a prison doubts the legality of a warrant or order sent to him for execution, or the competency of the person whose official seal and signature are affixed there to pass the sentence and issue such warrant or order, he shall refer the matter to the Government, through the Director General of Prisons and Correctional Services by whose order, on the case he and all other public Officers shall be guided as to the treatment of the prisoner; and

(o) Pending a reference, the prisoner shall be detained in such manner and such restrictions or mitigation as may be specified in the warrant or order.

Illustration 2.- Warrants with the following discrepancies shall be treated as illegal, namely:-

- (a) Warrant awarding sentence beyond the competency of the awarding Court.
- (b) Warrant awarding sentence more than what is prescribed by law.
- (c) Warrant awarding sentence less than the minimum laid down by law.
- (d) Warrant issued contrary to the provisions of law. In these cases a reference shall be made to the Government through the Director General of Prisons and Correctional Services together with a copy of the Warrant.

196. Warrant to contain particulars of fine.- Information received from a Court or Magistrate subsequent to the admission of a prisoner, that a fine has been paid in part or whole on his behalf, shall be endorsed on the Warrant and an acknowledgment sent to the Court concerned.

Explanation.- The Courts are responsible to ensure that the information required by this rule is sent to the prison without undue delay.

197. Warrant under Tamil Nadu Act II of 1864 to specify term awarded. – Every Warrant of imprisonment issued under the Tamil Nadu Revenue Recovery Act, 1864 (Tamil Nadu Act II of 1864) shall define the period of imprisonment awarded.

198. Check of prisoners' property. - The Jailer shall furnish the Officer who delivers a prisoner at the prison with a receipt in Form No.43 or 44 noting therein the property received with the prisoner, which shall be carefully examined and shown to the prisoner at the time of his admission. The prisoner's acknowledgment that he has seen the property and that it is correct shall at the same time be taken in the admission register in Form No. 126.

Explanation.- For instructions for the grant of receipts to the police escort when prisoners are received by transfer are contained in rule 588.

199. prisoner to wash themselves and their clothing. - On admission to prison every prisoner shall be required to wash his person and his clothing thoroughly. If epidemic disease exists in the neighborhood from which he comes, his clothing shall also be disinfected by being steeped in a solution of corrosive sublimate or by being boiled. In such cases special care shall also be taken to cleanse the prisoner's person, especially his hair.

200. Search of prisoners on admission. - prisoners shall be carefully searched by a Prison Official. Female prisoners shall be searched and their washing shall be conducted in the female yard. prisoners of A and B classes shall wash and be searched in their yard or respective cell and not in the presence of other prisoners. Searches of prisoner shall be made, with due regard to decency and with reasonable privacy.

201. Removal of articles from prisoners. – (1) At this search every article, whether clothing, bedding, jewellery, money documents or otherwise, shall be taken away from prisoner sentenced to rigorous imprisonment, or imprisonment for life to whom issue of prison clothing and bedding in accordance with the rules given below shall be made. From prisoner sentenced to simple imprisonment, every article shall be taken away except personal clothing and bedding; from under-trial prisoners' money and any property other than clothes, bedding, personal ornaments, papers and letters shall be taken, while from civil prisoner only dangerous weapons, articles calculated to facilitate escape, money and such prohibited articles as spirits drugs and immoral books shall be taken. The caste threads of Brahmins, or thread wearing castes, the lingam worn by lingayat and the tali, wedding ring shall in no case be removed. The prisoner shall be allowed to wear "Rudrakshamalai" or other malais or amulets on their person according to their religious convictions provided that these shall not pose a security or physical danger to themselves or to others. All articles removed from a prisoner under this rule shall be dealt with under the rules regarding prisoner's property.

(2) A manual or handbook containing rights and duties of the prisoners shall be formulated and prepared and handed over to the prisoner upon admission.

202. Quarantine on admission. - Every newly admitted prisoner shall be subjected to such period of quarantine as the Superintendent, on the advice of the Chief Medical Officer shall direct. During the period of Quarantine, the prisoner shall be strictly separated, by day and by night, from all prisoners not undergoing quarantine. If epidemic disease appears in the quarantine ward, no resident of the ward shall be taken into the prison until the expiry of 14 days from the date of disappearance of the last case of disease.

203. Segregation of prisoners in certain case. - prisoners suspected to be suffering from contagious diseases like Covid-19, tuberculosis, leprosy and like diseases and also prisoners suspected to be suffering from mental disorder shall be segregated from other prisoners and they shall be confined in the areas specially earmarked for the purpose.

204. Provision and contents of history tickets, medical sheet and weighment charts. - (1) Every convict shall be provided with,-

(i) a history Ticket in Form No.47(i) for prisoners sentenced to imprisonment for a period of one year or less and in Form No.47(ii) for prisoners sentenced to imprisonment for a period exceeding one year in which all occurrence of importance in prison life shall be recorded at the time;

(ii) A History Ticket in Form No. 47 (iii) for making entries in respect of letters and interview and clothing and bedding;

(iii) a Medical Sheet in Form No. 48(i) for registering in like manner all important events in his health history; and

(iv) A weighment Chart in Form No. 49 or 50 in which all fortnightly weighments shall be noted.

(2) As soon as possible but within one week, after a prisoner's admission he shall be brought before the Chief Medical Officer for the entries to be made in columns 12, 13 and 26 to 28 of the Convict Register and then for verification by the Superintendent or the Additional Superintendent of the other entries already made in that register. Superintendent or the Additional Superintendents shall be personally responsible that no undue delay is allowed to occur in this matter.

(3) The descriptive entries at the head of the tickets shall be made by the Remission clerk from the convict register including those relating to appeal and petitions as they occur. Offences and punishments shall be similarly copied from the punishment Book, remission shall be entered agreeably to rules 329 to 337 and the progressive totals noted monthly or periodically, as the case may be against each award. Other entries such as receipts of intimation of payment of fine, judicial solitary confinement undergone, diet on which placed, fact of verification under clause 2 of the previous rule, promotions in class or grade, nature of labour, ordinary changes therein (with the other particulars required by rules 451 and 452, extra mural employment, suspension of sentences, attendance in Courts, service of Civil Court Processes, escape and recapture, transfer, death, release or other mode of disposal shall be made as occasion requires by the Remission Clerk, from the registers and other records and the Superintendent or Additional Superintendent initials obtained. As far as possible Superintendents shall make all-important entries in their own hand.

(4) The medical entries of age, height, weight, health and class of labour in the Convict Register shall be copied into the medical sheet by the Medical Subordinate and into the history ticket by the Remission Clerk. Those concerning any disease or deformity on admission and prophylactic or curative treatment and the like shall be made by or under the control of the Chief Medical Officer. Observations, recommendations or directions regarding individual prisoner made in the Chief Medical Officer's Journal as required under rule 99 shall be copied into the sheet by the Medical Subordinate directions by the Medical Subordinate under section 38 of the Prisons Act, 1894 (Central Act IX of 1894) shall be entered by him in the sheet. Other entries such as admission as an out-patient under observation, or into hospital with nature of disease and discharge to work or to the convalescent gang, or death shall be made as occasion requires from the Hospital Registers and the Chief Medical Officer's initials obtained. As far as possible, the Chief Medical Officer shall make all important entries in his own hand. All entries in the medical sheet which shall be made promptly shall be copied without delay into the ticket by the remission clerk and the sheet thereupon returned to the Block warders or Hospital Warder, as the case may be.

(5) Entries of periodical weighment shall be made at the time or weighment by the weighing Officer in the weighment chart and subsequently copied into the ticket by the Remission Clerk.

(6) His records shall also be entered in the digital data base (e-Prison) of the prison.

(7) The nature of offence of which he has been convicted and the provision of the law applicable thereto.

(8) Every entry made on the history ticket shall be done at real time in the digital database (e-Prison) of the prison, or as soon as possible after the occurrence of the event to which it relates.

205. Custody of History Tickets and Weighment Charts. - (a) History Ticket shall be kept in the custody of Remission Assistant, who shall maintain them himself with the assistance of a History Ticket Warder.

(b) Separate history tickets shall be kept by the Assistant Jailer (interview) for making entries in respect of interviews and letters and by the Assistant Jailer (Clothing) for making entries in respect of issues of clothing and bedding.

(c) The medical sheets and the weighment charts shall be kept in his custody of the Block warders and shall be issued to prisoners for weekly weighment parades, inspections attendance at hospital and the like. A box with padlock shall be provided for the sheets and charts of each ward (or) block. On the transfer of a prisoner, the medical sheet and the weighment chart shall be attached to the history ticket so as to form a complete record of the prisoner's history for the information of the receiving prison.

206. Registering and serial numbering of prisoner.- The name of every prisoner shall be entered in the e-Prison database and the prisoner induction document number (PID) will be generated automatically and the same shall be used in all references. Convict Register in Form No. 6, Register of remand and under-trial prisoner in Form No.7 and Register of Civil prisoners in Form No.8, shall also be maintained.

207. Use of register number. – (a) The register number thus given shall be the means of identifying the prisoner. The articles of clothing and bedding of each prisoner sentenced to rigorous imprisonment or imprisonment for life shall be marked with his number and in all official communications the number shall precede the name, e.g. PID No 173600, Muthuswamy. If a prisoner has to undergo two or more sentences under different Warrant, it is not necessary on the expiry of one sentence to re-enter him in the convict register or to give him another number.

(b) Every prisoner on admission shall be photographed using digital Cameras and his fingerprint shall also be taken with the finger print reader and the particulars shall be stored in the prisoners Information System software (e-Prison) for retrieval. Such information shall be used for identification of such prisoner when he leaves from the prison for any purpose or may be used for reference at times of need.

208. Record of date of release, etc.- In the case of convicts, the date on which the sentence shall expire shall be entered in the Convict Register. If the convict is under sentence of less than three months, an entry of his number shall be made in the register of prisoner to be released under that date, but if the sentence is three months and over, the date of expiry shall be entered on his Remission sheet. At the same time, the prisoner's register number, name, sentence, date of sentence and date of release shall be endorsed on his warrant and the endorsement signed by the Jailer and Superintendent or Additional Superintendent after examination and comparison with the body of the warrant and with the entries in the Convict Register. In cases where imprisonment is awarded in default of payment of fine, the alternative dates of release shall both be included in the endorsement on the warrant, in the convict register, and in the Register of prisoners to be released or Remission Sheet.

209. Superintendent to check entries. - When a prisoner is produced before the Superintendent or Additional Superintendent, he shall compare the entries in the Register and History Ticket with those in the e-Prison database and in the Warrant and initial the Convict Register in token of its correctness. In the case of under-trial and civil prisoner, similar procedures shall be followed as regards the Warrant and admission register.

210. Arrangement and custody of warrants. - prisoner's warrant shall be arranged according to dates of release and kept in monthly bundles, the warrants of prisoners to be released in a particular month being placed in one bundle and each bundle being docketed outside with the month and year. They shall be kept in a locked drawer or almirah of which the Jailer shall keep the key. Copies of judgments, orders of appellate Courts and orders of Government, disposing of prisoner's petitions, together with correspondence relating to payment of fine, classification and the other connected records shall be filed and kept with the warrant of the prisoner to whose case they relate, the final disposal of warrants shall be made as prescribed in rules 623 to 626.

211. Chief Medical Officer to examine and weigh prisoners on admission.- (1) The weighments of prisoners on admission shall invariably be taken in the presence of the Chief Medical Officer and be verified by him. If the Chief Medical Officer is not present, when prisoners are admitted to prison, they shall be weighed by the medical subordinate on duty on admission if possible and in any case not later than the following morning. Their weight shall be noted at the time in a book kept at the main gate, so as to be subsequently verified by the Chief Medical Officer when their examination takes place. The Chief Medical Officer shall carefully, examine the prisoner and himself record in the appropriate Admission Register in Form Numbers 6,7 or 8 as the case may be, his weight/age and state of health and also in the e-Prison database. Male prisoners shall be weighed without cloths. The weights of the clothes of female prisoners must be ascertained and deducted. The Chief Medical Officer shall also supervise the entry of the prisoner's descriptive marks, which may be noted by the Medical Subordinate. Instructions for recording these are contained in Appendix III. Medical examination of prisoners shall be made with due regard to decency and with reasonable privacy.

(2) If a prisoner looks younger than his age, the matter shall be referred back to the Court concerned after the due medical examination on the determination of his/her age for further directions, as no juvenile shall be kept in prison in any case, they are sent to the juvenile institution as laid down in the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act 2 of 2016).

212. Certification of appropriate class of labour. - In the case of convicts sentenced to rigorous imprisonment or imprisonment for life, the Chief Medical Officer shall enter in the appropriate column of the convict Register, the class of labour on which, he shall be employed. If the Superintendent objects to the classification made by the Chief Medical Officer, he may refer the matter to Director General of Prisons and Correctional Services, if necessary.

213. Rules regarding the cutting of hair, exception.- (1) Every male prisoner sentenced to rigorous imprisonment for a longer term than one month or to imprisonment for life shall, on final confirmation of the sentence, or expiry of the period of appeal without an appeal having been preferred (provided the unexpired term of such prisoner's sentence at that time exceeds one month) have the hair of his head cut or trimmed only to such an extent and at such times as may be necessary for the purposes of health and cleanliness, unless he desires that it should be cut

shorter. Hindus shall be allowed to retain kudumi, dzuttu or topknot. The beard and moustaches of all such prisoner shall be either shaved or clipped. The beard of Mohammedan prisoners may be left if so desired by them. In this rule, "final confirmation of the sentence" means the decision on an appeal under Chapter XXIX of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or Chapter XXXI of the *Bharatiya Nagarik Suraksha Sanhita, 2023* (Central Act 46 of 2023), as the case may be.

(2) No prisoner sentenced to rigorous imprisonment for a month or less shall be subjected, against his wish, to the operation of hair cutting except to get rid of vermin or dirt or when the Chief Medical Officer deems it necessary on the ground of health and cleanliness, and then the hair shall not be cut closer than may be necessary for the purpose in view.

(3) Nothing in this rule shall prevent the cutting, trimming, or shaving of the hair of any prisoner at any time at his own request and under the written orders of the Superintendent or if necessary on medical grounds and underwritten directions of the Chief Medical Officer.

214. Reception unit and its duties. - There shall be a reception Unit in each prison consisting of the Welfare Officer, Social Case Work Experts and Psychologist which shall attend on the prisoner on their admission to the extent necessary as may be decided by the Superintendent on the following, namely :-

- (i) To read over to the newly admitted inmates the institutional routine, rules, standards of behavior, discipline, etc. A copy of the abstract of the rules relating to the prisoners conduct and treatment in Form No.45. In the language of the district shall be hung-up in each criminal ward;
- (ii) To lessen their load of fear, tension and resentment;
- (iii) To explain that amenities and facilities that shall be extended to them will depend upon the manner in which they accept their responsibility and abide by the requirements of institutional discipline;
- (iv) To inform inmates of the opportunities for self improvement that the institution will offer them;
- (v) To put the inmates in a frame of mind to accept training and treatment;
- (vi) To promote the development of healthy attitudes, good moral and understanding;
- (vii) To explain that correctional administration is based on an approach of care, welfare protection, help, support, guidance and firm discipline;
- (viii) To administer Intelligent quotient test and personality test to every prisoner sentenced to a period of one year and above;
- (ix) To conduct vocational aptitude test, educational test, etc.;
- (x) To study the potentialities in selection for educational programme and vocational placement;
- (xi) Every newly admitted prisoner will be subjected to a programme of orientation so as to inform him about the rules and regulations. His rights and duties as a prisoner will be clearly displayed at each part of the prison and explained to him in a language he understands. A general assessment of his background and needs will also be made by the officials to decide the appropriate placement within the prison;

Explanation (i).- The above tests shall be conducted in the case of prisoners sentenced to less than one year also, if so ordered by the Superintendent.

Explanation (ii).- As far as possible, wherever scientific approach is needed, such work may be attended to by the psychologist and the Social Case Work Expert and the other items of work by the Welfare Officer as may be decided by the Superintendent for equal distribution. Where there is no Psychologist or Social Case Work Expert, the Welfare Officer shall attend to the above duties except those referred to in items (viii) and (ix)

CHAPTER - XV

CLASSIFICATION, SEPARATION AND TREATMENT OF PRISONERS

215. Classification Committees. - (1) There shall be a Classification Committee consisting of the following personnel in each Central Prison and Special Prison for Women, namely.

- (a) Chairman...Superintendent.
- (b) Members...
 - (1) Jailer

(2) Senior Assistant Surgeon.

(3) Psychologist

(4) Social Case Work Expert.

(5) Welfare Officer.

(c) Member Secretary. ...Assistant Jailer (Interview)

(2) Prisoners having a sentence of one year and above excluding set off period shall be eligible for being classified under these rules.

(3) The meeting of the Classification Committee shall be held every week preferably immediately after the weekly inspection parade of prisoners by the Superintendent.

(4) All eligible prisoners admitted into the prison after quarantine period shall be produced before the classification committee for classification.

(5) During the meeting of the Classification Committee, the senior craft instructors, senior teacher and Chief Head Warder shall also be present.

(6) The "History Ticket" of the prisoners, in Form Nos.47(i) and (ii) the "History Sheet" prepared by the Welfare Officer in Form No.92 and the "Psychological Study Report" prepared by the Psychologist in Form No.90 and the Social Case Work Expert Study Report in Form No.91 prepared by the Social Case Work Expert of the prisoner shall be placed at the meeting of the Classification Committee.

(7) The Classification Committee shall, after perusal of the above records classify the prisoners on the basis of age, physical and mental health, length of sentence, degree of criminality and character. Besides, factors like sequence of prisoners' criminal behavior, his social processing his sophistication in crime, possibilities of his functioning as a contamination risk, requirements of gradations in custody, educational and vocational training needs, urban or rural back-ground, possibilities of his social adjustment, his prospects after release and his rehabilitation needs should be taken into consideration. The initial classification shall be made only after discussing with the prisoners, the tentative programme and after considering any modifications felt necessary to suit the urgent needs and active interests of the prisoners.

216. Functions of the Classification Committee. - (1) The Classification Committee shall take decisions on the following points with the needs of each individual inmate, namely: -

(a) Recommendations about transfer whether inter-state or to another institution if found necessary;

(b) Maximum or minimum training, place of work, area of movement and activity, degree of supervision and type of restriction required, etc;

(c) Medical matters as per recommendation of the Chief Medical Officer, referred to an expert,

(d) Individual problems of the inmate namely, family welfare, family contacts and adjustments, economic problems, land, litigation, legal help, institutional adjustment, etc.,

(e) Work, employment, vocational training;

(f) Education namely, health education, social education, academic education, vocational education and moral education;

(g) Social adjustment namely Recreation; group work activities, guidance and counseling;

(h) Special instructions, if any, to personnel about collection of more information, special precautions to be taken, if any, etc.;

(i) Date of reclassification;

(2) While taking the above decision, the Classification Committee shall indicate the type of training and treatment most needed by the prisoner so as to help him to solve his problems. The initial decision taken by the Classification Committee shall be recorded in the initial classification sheet.

(3) The Classification Committee shall watch the progress of prisoners after their initial classification once in six months on the date as fixed by the Classification Committee until their release, if found necessary on a report from the Jailer or on the request of the prisoner, the reclassification may be done earlier also. A case file containing the following items of information shall be maintained for each such prisoner, namely: -

- (i) Prisoner's social history;
- (ii) Previous criminal record, if any and information from previous institutions. if any;
- (iii) Gist of material collected by the Social Case Work Expert, Welfare Officer and Psychologist and their remarks;
- (iv) Sources of further information-say from co-accused or other prisoners;
- (v) Initial classification sheets;
- (vi) Instructions regarding training and treatment programme and about special precautions to be taken, if any;
- (vii) Particulars of remission earned;
- (viii) Particulars regarding leave;
- (ix) Prison violations and punishments;
- (x) Special achievements;
- (xi) Reclassification sheet;
- (xii) Pre-release programme;
- (xiii) Final progress report;
- (xiv) Release plan;
- (xv) Closing remarks;

(4) At the time of reclassification, the first-hand information from the senior Teacher, senior Craft Instructor and Chief Head Warders shall be collected and considered so that any change or adjustment of the treatment programme shall be on practical and realistic lines. The History sheet maintained by the Welfare Officer and the "Psychological Study Report" maintained by Psychologist shall also be perused before a decision is taken.

(5) The Social Case Work Expert shall assist the Classification Committee in the preparation of 'Social Case Study Report' and "case file" referred to in sub rule (3).

(6) Though no classification is done for prisoners having a sentence of less than one year of imprisonment excluding set off period, the Jailer in consultation with the other members of the Classification Committee shall decide about their work and treatment programme.

(7) The Superintendent of every prison shall ascertain the wishes of the prisoners about to be discharged as to whether he wants official help for rehabilitation or whether he can look after himself. For those who seek help, he shall contact the Probation Officer, point out the nature of the work done by the prisoners inside the prison, his special aptitude, etc., and request the Officer to take steps to get any suitable employment for the prisoners on his release.

217. Case Review Committee. - In every prison, there shall be a Case Review Committee consisting of the Superintendent, the Psychologist Social Case Work Expert and the Welfare Officer to consider periodically as to what type of help shall be needed by every prisoner on his release.

218. Convicts to be separated. - All convicts shall, as far as the requirements of labour and the cell accommodation of the prison shall allow, be kept separate from each other both by day and night.

219. Separation of categories. - (1) Subject to the availability of accommodation, the prisoners shall be segregated as follows: -

- (a) 'A' class prisoner from 'B' class prisoners;
- (b) Civil prisoners from Criminal prisoners;
- (c) Female prisoners from male prisoners;
- (d) Adult prisoners from young offenders;
- (e) Convicted prisoners from under-trial prisoners;
- (f) Habitual prisoners from non-Habitual prisoners;
- (g) Prisoners suffering from communicable diseases;

- (h) Prisoners suspected to be suffering from mental disorders;
- (i) Homosexuals;
- (j) Sex perverts;
- (k) Drug addicts and traffickers in narcotics;
- (l) Inmates having suicidal tendencies;
- (m) Inmates exhibiting violent and aggressive tendencies;
- (n) Inmates having escape discipline risks; and
- (o) Known bad characters.

(2) Subject to the availability of the accommodation, the prisoners shall be segregated in the following security categories; -

(i) Security Category-1 (S1-Red): Fundamentalists, Naxalites, extremists and terrorists or any other individual characteristics warranting confinement in Security Zone-1.

(ii) Security Category-2 (S2-Blue): Gangsters, hired Assassins, dacoits, serial killers/rapists/violent robbers, drug offenders, habitual grave offenders/communal fanatics and those highly prone to escapes/previous escapees/attack on police and other dangerous offenders/including those prone to self harm/posing threat to public order, warranting confinement in Security Zone-2.

(iii) Security Category-3 (S3-Yellow): Those who do not pose any threat to the society, upon release, like those involved in murders on personal motives, other bodily offences, theft/property offences, prohibition offences, other special and local laws, railway offences and other minor offences. The above three categorization shall be done on the basis of the inputs provided by the police/intelligence agencies at the time of admission.

(iv) Security Category - 4 (S4-White): Prisoners who are eligible for Open Prisons.

(v) Security Category - 5 (S5-Green): Elders, sickly, students, etc. The above two categorization shall be done by the Prison authorities.

220. Occupation of vacant cells. - Whenever, in any prison, all the cells are not occupied by prisoners undergoing separate or cellular confinement as a Prison punishment on Warrant, or by prisoners under sentence of death, mentally ill or lepers, the vacant cells shall ordinarily be occupied in the following order, namely: -

(a) by adolescents, if there are adolescents in the prisons and there are no sufficient means of separating them by night in the adolescent ward;

(b) by approvers whom, under the orders of a court, or in the opinion of the Superintendent, it is desirable to keep apart;

(c) by prisoners of any class who, in the opinion of the Superintendent, are of a bad or desperate character or who have escaped or attempted to escape from lawful custody or whom it is considered desirable for any reason to keep apart from others;

(d) by prisoners convicted under section 64,65,66,67,68,69,70,70(2) and 71 of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023);

(e) by prisoners of the habitual class; and

(f) by other prisoners.

Explanation (1).- Separation under this rule is distinct from cellular and separate confinement, and as it is a disciplinary measure only and not a punishment, it shall not have irksome conditions attached to it other than such as are necessary to secure the ends in view.

Explanation (2).- The age of the prisoners for the purposes of their segregation and treatment under the Prisoners Act, 1894 (Central Act IX of 1894) shall be fixed by the Chief Medical Officer of the Prison.

221. Procedure when separation by day is not feasible. - A convict who would ordinarily come under the operation of the preceding rules relating to the separation of prisoners but who cannot owing to the requirements of labours, technical and vocational training and reformatory treatment to be given to them, be confined in a cell by day, shall be confined in a cell by night.

222. Division of convicts into habitual and others. - In addition to the foregoing provisions all convicted prisoners shall be divided into two main divisions, namely, habitual convicts and others. They shall be further divided into two divisions or classes, namely, 'A' and 'B' The definition of prisoners falling within class 'A' and the treatment to be accorded to them are laid down in rules 230 to 236.

223. Gradation of under-trial prisoners. - There shall be two divisions of classes of under-trial prisoners, namely, special and ordinary. The definition of under-trial prisoners falling within special or ordinary class and the treatment accorded to them are laid down in Chapter XXXVII.

224. Definition of habitual criminal. - The following prisoners shall be liable to be classified as habitual criminals, namely: -

(i) Any person convicted of an offence punishable under Chapters XII, XVII, XVIII of the erstwhile Indian Penal Code (Central Act XLV of 1860) and the corresponding provision of the Bharathiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) whose previous conviction or convictions, taken in conjunction with the facts of the present case, show that he is by habit a robber, house breaker, dacoit, thief or receiver of stolen property or that he habitually commits extortion, cheating, counterfeiting coin, currency notes or stamps or forgery;

(ii) Any person convicted of an offence punishable under Chapter XVI of the erstwhile Indian Penal Code (Central Act XLV of 1860) and the corresponding provision of the Bharathiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) or under the Immoral Traffic Prevention Act, 1956 (Central Act 104 of 1956) whose previous conviction or convictions, taken in conjunction with the facts of the present case, show that he habitually commits offences against the person or is habitually engaged in immoral traffic in women or girls;

(iii) Any person committed to or detained in prison under section 141 read with sections 128 or 129 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

(iv) Any person convicted of any of the offences specified in clauses (i) and (ii) above when it appears from the facts of the case, even though no previous conviction has been proved, that he is by habit a member of a gang of dacoits, or of thieves or a dealer in stolen property, or a trafficker in women or girls for immoral purposes;

(v) Any person convicted of an offence and sentenced to imprisonment under the corresponding sections of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) and the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

(vi) Any person convicted by a Court or Tribunal acting outside India, of an offence which would have rendered him liable to be classified as a habitual offender if he had been convicted in a Court established in India.

(vii) Any person, who is a habitual offender under the Tamil Nadu Restriction of Habitual Offenders Act, 1948 (Tamil Nadu Act VI of 1948) or other corresponding Acts.

(viii) If a prisoner was previously classified as habitual prisoner by a Court, he shall be continued to be classified as habitual prisoners whatever be the nature of offences for which he is later convicted.

Explanation.- For the purposes of this definition, the word conviction shall include an order made under section 136 read with section 129 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

225. Classification of convicts as habitual criminals.- (1) The classification of a convicted person as a habitual criminal shall ordinarily be made by the convicting Court, but if the convicting Court omits to do so, such classification may be made by the District Magistrate or in the absence of an order by the convicting Court or District Magistrate, and pending the result of a reference to the District Magistrate, by the Officer in charge of the Prison, where such convicted person is confined:

Provided that any person classed as habitual criminal may apply for a revision of the order.

(2) the convicting Court or the District Magistrate may, for reasons to be recorded in writing, direct that any convicted person or any person committed to or detained in Prison under section 141 read with section 128 or section 129 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall not be classed as a habitual criminal and may revise such direction.

(3) Convicting Courts or District Magistrate, as the case may be, may revise their own classification, and the District Magistrate may alter any classification of a prisoners made by a convicting Court or any other authority provided that the alteration is made on the bases of facts which were not before such Court or authority.

Explanation.- The expression "District Magistrate" wherever it occurs in sub rules (1) (2) and (3) above means the District Magistrate of the district or Chennai Metropolitan area in which the criminal was convicted, committed or detained.

226. Duty of Superintendent in regard to classification. - (1) In order to facilitate the identification of habitual criminals, special care shall be taken in filling up the column relating to character in the Convict Register. The Superintendent and Jailer shall on receipt of a prisoner, endeavour to ascertain from Prison subordinates and long-term convicts, as well as from Prison records, whether he has more convictions than are recorded against him in the warrant.

(2) In case in which there is room for doubt whether a prisoner should be classed as a habitual or not, the Superintendent may refer the case for the orders of the convicting Court or of the District Magistrate.

(3) When the Superintendent discovers that a prisoner has a previous conviction against him which has not been recorded, he shall immediately communicate the fact to the Court which convicted the prisoner, and to the Superintendent of Police.

227. Separation of habitual criminals. - Habitual criminals shall, as far as possible, be separated from others. A separate barrack or ward shall be set apart for habitual criminals and by these means separation at meals, parades, etc., shall be generally affected. If it is impossible to separate the classes entirely during work, Superintendents shall do as much as can be done in this direction by locating habitual criminals in a definite part of the several workshops or otherwise.

228. Superintendent to discover and report previous conviction of under-trial prisoners. - If it shall come to the notice of the Superintendent from the Prison records or otherwise that an under-trial prisoner or a convict committed to his prison has previously served a sentence of imprisonment he shall, if he has reason to believe that the local police are unaware of the fact, immediately inform the Superintendent of Police concerned.

229. Star Class prisoners. - (1) Casual offender shall be divided into two classes, namely: -

- (a) Star Class, and
- (b) Ordinary.

The Star Class shall include such prisoners as may be selected by the Superintendent (subject to the control of the Director General of Prisons and Correctional Services) on the ground, that their previous character has been good that their antecedents are not criminal and that their crimes do not indicate grave cruelty or gross moral turpitude or depravity of mind.

(2) The mere fact that a casual prisoner has been previously convicted once or oftener for petty offences shall not ordinarily be sufficient reason in itself for excluding him from the Star Class; nor shall a previous conviction for serious crime be held to debar him for such classification if it was committed several years before, and during the intervening period he has led generally an honest life.

(3) In determining whether a prisoner is already of so corrupt a mind on disposition as to render it likely that he may contaminate others and cannot be much further corrupted himself, regard shall be had to his age at the time of his last offence and on the dates of any previous convictions; the whole circumstances of the case shall be duly considered and the question of this classification shall be decided on general grounds and not of any hard and fast lines.

(4) Except when appointed to the rank of convict Officer, prisoners of the Star Class shall, as far as possible, be separated from other at all times, both day and night.

(5) When a Star Class prisoner prefers to be confined in a cell at night, and such accommodation can be provided for him, his wishes shall be complied with; but where only association wards exist in the prison for separation at night, members of this class shall be confined together apart from other offenders.

(6) The clothing of Star Class prisoners shall be distinguished as in the chapter "Clothing and Bedding"

230. Classes of prisoners. - (1) As mentioned in rule 222, convicted prisoners are divided into two divisions or classes A and B.

(i) Prisoners shall be eligible for class A, if they by social status, education or habit of life have been accustomed to a superior mode of living, Habitual prisoners may at the discretion of the classifying authority, be included under this class on grounds of character and antecedents.

(ii) Class B shall consist of prisoners, who are not classified in Class A.

(iii) Notwithstanding anything contained in sub-rule (1) any person convicted of an offence involving gross indecency or exhibiting grave depravity of character may not be placed in Class A.

231. Classification by Courts. - (1) The High Court, Session Judges, Additional Sessions Judges, Assistant Sessions Judges, Chief Judicial Magistrates, Chief Metropolitan Magistrates, Metropolitan Magistrates Sub-Divisional Judicial Magistrates, Judicial First Class Magistrates (the last two through the Chief Judicial Magistrate) in cases tried

by them originally, or in any other case the District Magistrate shall make the initial recommendation for classification of prisoners in Class A to the Government by whom these recommendations shall be confirmed (or) reviewed.

Prisoners recommended by Courts for classification in Class A shall be tentatively treated as belonging to the class recommended until the orders of Government confirming or reviewing the recommendations are received.

(2) Notwithstanding anything contained in sub-rule (1), the Chief Judicial Magistrate may, before making, their recommendations to the Government for classification of prisoners refer the cases for report to the appropriate Police or Revenue Officer direct and shall consult the Collector of the District. The Metropolitan Magistrates or the Chief Metropolitan Magistrates in the City of Chennai shall consult the Commissioner of Police in the Chennai city or the Collector of the district to which the prisoner belongs before making their recommendations to the Government for classification of prisoners.

(3) On the admission into the Prison of any ex-military prisoner convicted by a Court Martial or a Naval Court, the Superintendent of the Prison shall bring the case to the notice of the District Magistrate. The District Magistrate after making such enquiries as may be necessary including, if necessary, a reference to the local Brigade Area commander, shall make the initial recommendation for classification in Class A to the Government by whom the recommendations shall be confirmed or reviewed.

(4) It is open for the Court to recommend and the Government to classify such of those prisoners who have taken part in violent agitation against the State as 'A' or 'B' class, prisoners on their conviction or place such under-trial prisoners in special or ordinary class as the case may be. In any case, they shall be segregated and shall not be permitted to mix with ordinary criminal prisoners.

232. Petition to Government for classification. - The Government may also act on a reference from the Superintendent of the Prison on a petition from the prisoner. The Superintendent shall forward the petition through the Director General of Prisons and Correctional Services to the Government. The Government may also act suo-motu or on a representation by the prisoner's relatives and friends. Except as provided under the rule 231, the Superintendent shall place every convicted prisoner in Class B.

233. Treatment of 'A' Class prisoners. - (1) *Separation from other prisoners.* - Separate cellular accommodation shall be provided to 'A' Class prisoners, wherever available, sick prisoners in hospital, or prisoners requiring assistance or supervision at night may, at any time, on the recommendations of the Chief Medical Officer be placed in association wards. 'B' Class prisoners appointed as convict Officers shall be allowed sleep with 'A' class prisoners if they are prepared to do so.

(2) *Diet.* - They shall be given the diet prescribed for this class under rule 394 but shall be allowed to buy fruits and supplement their food with articles which have food value such as biscuits, cocoa and oval tine, at their own cost, subject to medical advice. The food so imported shall be of a simple character and the concession shall not be made an excuse for the impastation of luxuries. Cooked food shall in no case be allowed to be imported from outside the Prison.

(3) *Clothing.* - They shall be allowed to wear their own clothing at their own cost during non-working hours, but this concession shall not cover the wearing of political symbols. Clothing supplied at Government expense shall be the Prison clothing prescribed in rules 423 and 424.

(4) *Bedding.* - They shall be allowed to use their own bedding. Bedding supplied at Government expense shall be that prescribed in rules 423 and 424.

(5) *Facilities for reading books, news papers keeping photographs.* - (i) Literate prisoners shall be allowed to read books or periodical in Prison library. Newspapers shall be allowed in special circumstances and with the approval of the Government. Newspapers and magazines shall be censored by the Superintendent before they are delivered to the prisoners. The prisoners shall be permitted to keep two religious and ten approved books of their own and any number of text books if they desire to prosecute higher studies subjects to the approval of the Director General of Prisons and Correctional Services and that steps are taken to ensure security in the prison.

(ii) Prisoners shall be permitted freely to keep the photographs either of their family member or of deities of their religion with approval of the Director General of Prisons and Correctional Services and subject to the conditions that steps are taken to ensure security in the prison.

(iii) Prisoners shall be permitted to take photographs at their own cost and send the same to their near relatives subject to the condition that such permission shall be granted at the discretion of the Director General of Prisons and Correctional Services on the merits of each case and that steps are taken to ensure security in the prison.

(6) *Letters and interviews.* - Prisoners shall be allowed to write and receive one letter a week but on urgent occasions, e.g., a death or serious illness in the family, the rule may be relaxed at the discretion of the Superintendent

the contents of all letters shall be limited to private matters and there shall be no reference to prison administration and discipline to other prisoners or to politics.

Interviews shall be permitted once a fortnight. The conversation shall be limited to private and domestic matters and there shall be no reference to prison administration and discipline, to other prisoners or to politics. The number of persons who may interview a prisoner at one time shall ordinarily be limited to three. Publication of matters discussed at interviews or of the substance of letters received from prisoners may be treated as a sufficient ground for the withdrawal of the privilege, if the Superintendent has reason to believe that such publication has in any way been due to any act or omission on the part of the prisoner.

Explanation.- A letter with reply may be substituted for an interview or vice-versa with the permission of the Superintendent.

(7) *Prison tasks.* – The tasks allotted in the case of those sentenced to rigorous imprisonment shall be assigned after due consideration on medical grounds and with careful regard to the capacity, character, previous mode of life, and antecedents of the prisoners.

(8) *Furniture.* - Articles of furniture of the following description shall be supplied to prisoners free of costs namely: -

- (i) One cot.
- (ii) One table
- (iii) One chair.
- (iv) One commode with pan and chamber

Explanation.- Prisoners shall be allowed to supplement their furniture at their own expense subject to the Superintendent of the Prison being satisfied that there is room for it in the quarters provided.

(9) *Private cooking and eating vessels.* - If so desired, private feeding utensils may also be permitted at the discretion of the Superintendent of the Prison.

(10) *Toilet.*- Prisoners shall be allowed the use of soap, hair oil, toothpaste or powder and tooth brush at their own cost.

(11) *Handcuffing.* - Prisoners shall not be handcuffed except when there would be danger of the prisoner's escape or of an attack being made on the Prison staff.

(12) *Razors.*- They shall be subject to the discretion of the Superintendent, be permitted to use their own razors provided that the razors shall be kept with the Prison authorities when not in use.

(13) *General application.*- In other respects, prisoners of this class shall be treated in the same as ordinary prisoners subject to these rules.

234. Duties and privileges of 'A' Class prisoners. - (1) 'A' class prisoners shall keep their cells, utensils, clothing and bedding clean and neatly arranged. They shall also be required to take their food in their own cells. The sweeping or washing down of their cells shall be done by the prison sanitary or sweeping gangs. All 'A' class prisoners shall be allowed the use of a mirror one in each cell and one or two in each ward. 'A' class prisoners shall be allowed the use of mosquito nets purchased at their own cost.

(2) Every prisoner placed in class 'A' who is required to work in his cell shall be allowed such exercise daily in the open air as the Chief Medical Officer considers necessary.

235. Other rules relating to 'A' and 'B' class prisoners. - (1) A copy of the rules relating to 'A' and 'B' class prisoners shall be placed in each cell. An abstract of the rules in Form No.45 shall also be hung up in conspicuous in the apartment.

(2) The provisions of sub-rules (5), (6), (10) and (11) of rule 233 are also applicable to 'B' class prisoners.

(3) All classes of prisoners, who by their good conduct, are found deserving, shall be allowed to receive soap, oil and tooth powder from their friends and relatives, subject to the condition that the quantity received is limited to their personal requirements for a fortnight and that a thorough examination of the articles to be passed to the prisoners is made by a senior executive Officer of the Prison.

236. Issue of magazines, periodicals and news papers.- (1) 'B' class prisoners shall be issued the following dailies at the rate of one copy of any one of the dailies for every 100 prisoners or part thereof at Government cost.-

- | | | |
|-----------------|----|--------|
| 1. Dinamani. | -- | Tamil. |
| 2. Dinathanthi. | -- | Tamil. |
| 3. Dinamalar. | -- | Tamil. |
| 4. Murasoli. | -- | Tamil. |
| 5. Dinakaran. | -- | Tamil. |

(2) One copy of the English daily "The Hindu" shall be supplied to each of the Central Prison, the Special Prisons for Women and Dormitory section of the Borstal School, Pudukottai for the benefit of the literate convicts at Government cost.

(3) All prisoners irrespective of their classification shall be permitted to purchase at their own cost any of the following newspapers or magazines of their choice, subject to the restrictions in rule 233 (5).

(i) Daily newspapers.-

- | | | | |
|-----|---------------------|---|------------|
| 1. | The Hindu. | - | English. |
| 2. | The Indian Express. | - | English. |
| 3. | Times of India. | - | English. |
| 4. | Dinamani. | - | Tamil. |
| 5. | Murasoli. | - | Tamil. |
| 6. | Mathrubhumi. | - | Malayalam. |
| 7. | Chandrika. | - | Malayalam. |
| 8. | Swanthra Bharathi. | - | Kannada. |
| 9. | Andhra Pathrika. | - | Telugu. |
| 10. | Andhra Prabha. | - | Telugu. |
| 11. | Nowjavan. | - | Urdu. |
| 12. | Theekkadhir. | - | Tamil. |
| 13. | Dinathanthi. | - | Tamil. |
| 14. | Viduthalai. | - | Tamil. |
| 15. | Dinamalar. | - | Tamil. |
| 16. | Malai Malar. | - | Tamil. |

(ii) Magazines and periodicals.-

- | | | | |
|-----|----------------------------------|---|------------|
| 1. | The illustrated weekly of India. | - | English. |
| 2. | Christian Herald. | - | English. |
| 3. | Glitz. | - | English. |
| 4. | Link. | - | English. |
| 5. | Kalaimagal. | - | Tamil. |
| 6. | Janasakthi. | - | Tamil. |
| 7. | Kalki. | - | Tamil. |
| 8. | AnandaVikatan. | - | Tamil. |
| 9. | Kumudham. | - | Tamil. |
| 10. | Kerala pathirka. | - | Malayalam. |
| 11. | Mathrubhumi illustrated Weekly. | - | Malayalam. |

12.	Malayala Rajayam.	-	Malayalam.
13.	Ravi.	-	Telugu.
14.	Swatantra.	-	Telugu.
15.	Andhara patrika illustrated weekly.	-	Telugu.
16.	Andhra Prabha Illustrated Weekly.	-	Telugu.
17.	Janasakthi.	-	Telugu.
18.	Bharathi.	-	Telugu.
19.	Grikalakshmi.	-	Telugu.
20.	Prabhat.	-	Kannada.
21.	Kathagali.	-	Kannada.
22.	Subodha.	-	Kannada.
23.	Vikata Vinodhini.	-	Kannada.
24.	Kungumam.	-	Tamil.
25.	Mutharam.	-	Tamil.

(4) All prisoners irrespective of their classification shall be issued the following periodicals at the rate of one copy in any one of the periodicals for every 200 prisoners or part thereof subject to the restrictions in rule 233(5).

Chitragepta Fortnightly.	-	Telugu.
Bharathi Fortnightly.	-	Telugu.
Kalki weekly.	-	Tamil.
Ananda Vikatan Weekly.	-	Tamil.
Mathrubhumi Weekly.	-	Malayalam.
Sahodaram Weekly.	-	Malayalam.
Sabodha Monthly.	-	Kannada.
Saraswati Monthly.	-	Kannada.
Jaded dil-chasp.	-	Weekly Urdu.

(5) Detenus shall be permitted to purchase at their own cost any newspaper of their choice subject to the restriction in rule 233 (5).

Explanation. - The list of newspapers and periodicals shall be reviewed once in two years by the Director General of Prisons and Correctional Services.

CHAPTER - XVI

EXECUTION OF SENTENCES

237. Method of calculating sentence. - (1) The duration of a sentence shall be calculated in calendar years or months unless stated in fortnight, weeks or days. The term 'year' means a year according to the British Calendar, a 'month' means thirty days, a 'fortnight' means fourteen days and 'week' means seven days.

(2) When a prisoner's sentence contains a fraction of a month; the date of release shall be calculated by reducing the fraction to days, a whole month being, for this purpose, taken to consist of thirty days.

Illustration. - A prisoner is sentenced to one and half month's imprisonment on the 2nd February. The date of his release shall be the 16th March.

238. Serving of sentences. - (1) In whatever order the sentences are served, a prisoner is liable to serve the aggregate of term of all the sentences, provided that under no circumstances, shall a prisoner be detained in Prison beyond the period indicated by the terms of the warrant of commitment.

(2) In case of doubt as to the order in which sentences shall take effect, the instructions of the Court imposing the latest sentence shall be taken.

239. Commencement of and breaks in imprisonment how reckoned. - (1) In calculating the date of expiry of a sentence of imprisonment in a criminal case, the day on which the sentence was passed and the day of release shall both be included as days of imprisonment. A prisoner who is punished till the rising of the Court only, shall be released from the Court and shall not be admitted in the prison. In the case of a prisoner, who is punished till the rising of the Court and is awarded another sentence on the same day, the later sentence shall start from the date on which the sentence is awarded. If a prisoner is sentenced to imprisonment for 24 hours, he must be kept in imprisonment for that period, that is in terms of hours. In such cases, the sentence shall be deemed to have commenced from the hours of sentence as indicated in the warrant. A prisoner sentenced to one day's imprisonment shall be admitted in Prison and released on the same day.

Illustration 1.- A prisoner sentenced on the 1st January to one month's imprisonment shall be released on the 31st January and not on the 1st February.

Illustration 2.- A prisoner sentenced on the 28th February to one month' imprisonment shall be released on the 27th March.

Illustration 3.- A prisoner sentenced on the 1st January to one days' imprisonment shall be released on the same day. But if he is sentenced to imprisonment for 24 hours, he shall be kept in confinement for that period and not released until the 2nd January.

(2) The period of imprisonment to be undergone shall be reckoned from the date on which the sentence is passed except in cases which fall under sections 31, 426 and 427 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or sections 25, 466 and 467 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), as the case may be, when the directions of the Court shall be followed.

Explanation. - In the case of a prisoner sentenced to imprisonment in default of fine, the period of imprisonment shall be reckoned from the day on which he was re-arrested for failing to pay the fine imposed.

(3) If the month in which the sentence of a prisoner expires has no date corresponding to the date of sentence; the last day of the said month shall be taken as the day of expiry of sentence, the same principle shall apply when sentence is reduced due to reduction in sentence or payment of fine or grant of remission.

240. Date of release when two or more sentences run consecutively. - When a prisoner is sentenced to two or more period of imprisonment to be served consecutively, the date of release shall be calculated as though the sum of the terms was awarded in one sentence.

Illustration (1) A prisoner is sentenced on the 21st November, 1948 to substantive terms of imprisonment of one year each shall be released on the 20th and not on the 19th November, 1950.

Illustration (2)(i) A prisoner is sentenced on the 1st January to two months imprisonment on the and a fine of Rs.20 or in default to one month alternative imprisonment, If the fine is not paid, he shall be released on 31th March, but, if the fine is paid, on 28th or 29th February, as the case may be.

(ii) The fine amount has to be remitted into Government account through challan.

Illustration (3): In respect of set-off under 428 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or section 468 of the **Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)** shall be given to each warrant in connection with each case, respectively.

241. Date of release in the case of prisoners sentenced to imprisonment for life. - (1) The imprisonment for life technically means imprisonment for the whole life. The sentence of all prisoners sentenced to imprisonment for life or to more than twenty years imprisonment in the aggregate or to imprisonment for life and imprisonment for terms exceeding in the aggregate twenty years shall for the administrative purpose of calculation of the normal date of release, be deemed to be sentences of imprisonment for twenty years.

(2) If a sentence of death is commuted to one of imprisonment for life or for a term the sentence of imprisonment for life or for a term shall be deemed to commence from the date on which the sentence of death was passed.

242. Sentence on escaped convict when to take effect. - (1) In the case of an escaped prisoner subsequently arrested in connection with another offence, any period spent on that account in police custody or as an under-trial prisoner shall not be reckoned as imprisonment under the original sentence.

(2) Necessary entries shall be made in the Register of prisoners to be released in place of the original date of release.

243. Date of release of prisoners sentenced for escape. - If a prisoner receives a sentence for escape, the date of release shall be re-calculated in accordance with section 466 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and entered in the Register of prisoners to be released in place of the original date of release.

244. Periods that will not count towards sentence. - (1) In the following cases, the period spent by prisoners outside the Prison shall not count towards sentence namely: -

- (i) Escape.
- (ii) Bail.
- (iii) Suspended period of sentence including emergency/ ordinary leave.
- (iv) Unauthorized extension of temporary release
- (v) Suspended period of sentence if directed by the Court.
- (vi) Suspension of sentence for police investigation.
- (vii) Violation of conditions release.
- (viii) Extradition.

(2) A prisoner released on bail in Court on the day he is sentenced without having been sent to Prison, shall not be deemed to have served any part of his sentence.

(3) Convicted prisoner removed from a Prison in one State to a Prison in another State under the provisions of the Transfer of prisoners Act, 1950 (Central Act XXIX of 1950) shall be deemed to be undergoing their original sentence in the prison where they have been transferred.

(4) When a conditionally released prisoner is readmitted owing to an infringement of the terms on which he was released, the unexpired portion of his sentence shall be carried out without waiting for the receipt of the Government orders which shall however be applied for through the Director General of Prisons and Correctional Services immediately on admission of the prisoner, In such cases, the unexpired portion of sentence shall be deemed to have commenced from the date of the prisoner's re-admission in prison.

(5) A prisoner released on bail on a day subsequent to that on which he was committed to Prison but who is again committed to undergo sentence in the same case shall be entitled to count every day of admission and every day of release as days of imprisonment in respect of such sentence.

(6) In cases where there are more than one out periods, the aggregate total of all out periods shall be worked out in terms of days and added to the substantive sentence. The date on which the sum of these periods elapses, counting from the date of conviction is the date of expiry of sentence .

Explanation. - "Out periods" shall mean the periods spent by prisoners under sub-rule (1)

(7) In case of a convict, who has to attend the Court on the very day of his release for a case for which he is not on bail he shall be treated as released in the morning and sent to Court as an under-trial prisoner. If he receives additional sentence on that very date, the sentence shall be calculated from the next day.

245. When a foreigner is sentenced to a term of sentence.- If a foreigner, apprehended and detained under section 4 of the Foreigners Act, 1946 (Central Act 31 of 1946), has to undergo a term of imprisonment, the period of detention under the Foreigners Act shall be exclusive of and additional to the period of any sentence of imprisonment which may be imposed upon him.

246. Calculation of date of release on re-arrest and recapture of a prisoner who was on bail or who escaped. - (1) The following method shall be adopted in calculating the date of release of a prisoner, who after conviction is released on bail but is afterwards recommitted to Prison to serve out his sentence or who escapes and is subsequently recaptured. Add to the term of his sentence the number of days the prisoner is on bail or at large exclusive of the day of release and rearrested or of escape and re-capture the date on which the sum of these periods will elapse, counting from the date of conviction, is the date of expiry of sentence.

Illustration.- A prisoner sentenced on the 1st January to one month's imprisonment escapes on the 15th January and is re-captured on the 16th. He shall be entitled on the original warrant to release on the 31st January.

(2) If a convicted prisoner, who has been released on bail commits an offence during, his bail period and is readmitted in the prison, the out-period shall be counted upto his date of readmission. On re-admission in Prison, he shall be treated as a convict for his first conviction.

Explanation.- 'Out periods' means the periods spent by prisoners under sub-rule (1) of rule 244.

247. Calculation of sentence of imprisonment in default of payment of fine. - Sentence awarded in default of payment of fine shall be calculated as follows:-

(1) Sentence imposed in default of payment of fine cannot run concurrently.

(2) If a prisoner sentenced, imprisonment in default of payment of fine receives another sentence while undergoing such imprisonment, the second sentence shall begin from the date on which the first sentence expires or if the fine is paid, from the date of payment.

Illustration.- A prisoner is sentenced on the 31st January to a fine of Rs. 30 or in default to two months' rigorous imprisonment and on the 12th February of the same year, he is sentence on another account to an additional imprisonment for four months. The fine is paid in full on the 28th February. The sentence for four months should begin from the 28th February. And not from the 31st January.

(3) If a prisoner sentenced to a term of imprisonment in default of payment of fine is also either at the same time or subsequently sentenced to another term or to other terms of imprisonment, imprisonment in default of payment of fine shall be kept in abeyance till the expiration of all the absolute sentence of imprisonment and shall be annulled wholly or partially by the payment of the fine in whole or in part, before that period or so long as imprisonment continues.

Explanation. - This rule covers the case of a prisoner whose first sentence of imprisonment is only in default of payment of fine. The substantive sentence of imprisonment subsequently passed shall count from the date of the first sentence and the imprisonment in default of payment of fine shall take effect last, although a portion of it may have been already served when the substantive sentence, were awarded unless the imprisonment is of a different denomination to that of the substantive sentences, in which case the imprisonment in default of payment of fine shall be completed before the substantive sentence shall take effect.

(4) The imprisonment which is imposed in default of payment of a fine shall terminate whenever that fine is either paid or levied by process of law.

(5) If a prisoner be sentenced to imprisonment of which the whole or any portion is in default of the payment of any fine and if the fine or a portion of it be not immediately paid, the dates of release shall be calculated and entered on the prisoner warrant and history ticket and in the Registers so as to correspond both with payment and with non-payment of fine.

(6) If a prisoner, who is sentenced to a fine and in default to imprisonment, pays any portion of the fine, the date of release shall be proportionally altered. If the imprisonment in default of payment of fine is expressed in calendar months, and reduction of imprisonment to be made in consequence of such payment shall be calculated in calendar months and not in days. Any fraction of a month of a month obtained by such calculation shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of days or is less than a single day, the portion of a day which results shall be considered and treated as being equal to a full day.

Illustration. - A prisoner is sentenced on 1st January to a fine of Rs. 300 or in default to six months' imprisonment. No part of the fine is realized except a sum of 75 paise. He shall be released on the 29th June, though the amount realized is less than the full amount due for a single day.

(7) When a prisoner is sentenced to fine and the fine is paid in installments, the period of sentence to be remitted shall not be calculated on the individual payments but on the aggregate of the several previous payments.

Illustration. - If a prisoner be sentenced on 1st January to six months' imprisonment and to a fine of Rs.300 and it be ordered that if the fine be not paid he be imprisoned for a further period of six months, then supposing the Prison immediately on conviction pay Rs. 100 the date of release shall be first fixed at 31st October (namely six months plus four months the equivalent of the fine unpaid) or if he afterwards pays another Rs. 100 the date will be changed to 31st August and on his paying the whole to 30th June.

(8) If a prisoner who is sentenced to a fine and in default imprisonment for a certain number of years, months and days, pays a part of his fine the remission for the payment shall be calculated in year months and not in days, and any fraction of a month, obtained by such calculation shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of a day or is less than a single day, the portion of a day which results shall be considered and treated as being equal to a full day, in favour of the prisoner.

248. Payment of fines to Prison. - If a fine or a portion of a fine imposed on a prisoner as assent or a part of a sentence by a Magistrate is rendered at the Prison it shall be received by the concerned Prison Officers during office working hours except on Sundays and prison holidays, provided the prisoner is due for immediate release. The Superintendent shall at once remit the sum received to the Court when the Prison is located in the same station. In other cases, including the fines imposed by the Special Railway Magistrates, he shall remit the sum payment to the Local Treasury, intimating the payment to the adjudicating Court and forwarding the challan of remittances.

249. Liability of prisoner to payment. - An offender who has undergone the full term of imprisonment to which he was sentenced in default of payment of fine is still liable to have the fine levied by distress and sale. Superintendents shall therefore accept the whole fine, if tendered even though a part of the alternative imprisonment has been undergone.

250. Intimation of payment of fine. - (1) When fines imposed on prisoners are recovered by a Court, intimation of the same will be received by the Superintendent from the Court. If the convict has been transferred elsewhere, the Superintendent shall forward such intimation by registered post to the Prison in which the convict is confined all fine intimations shall be acknowledged.

(2) No action shall be taken on fine intimations which do not bear the seal of the Court, but returned to the Court for the seal being affixed, nor on telegrams intimating the recovery of a fine or any portion of a fine. When intimation of payment of the fine of a prisoner is received from a police Officer, it shall be returned to that Officer with a request that it may be forwarded through the sentencing Court.

251. Prisoners to be informed of payment of fine. - When the fine has been paid, the prisoner concerned shall be informed and the payment shall be duly noted in the register on the warrant and on the prisoners History Ticket. The entries in the register and the warrants and History Tickets shall be signed by the Superintendent or the Additional Superintendent and the Jailer. A separate Inward Register for the receipt of the fine intimation shall be maintained.

252. Imprisonment in default of giving security plus a substantive sentence. - (1) When a person in respect of whom an order requiring security is made under section 125 or 136 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) is at the time of such order is made sentenced to or undergoing a sentence of imprisonment, the period for which such security is required shall commence on the expiry of such sentence. In other cases, such period shall commence on the date of such order unless the Magistrate, for sufficient reason, fixes a later date. If such a person fails to give security on or before the date of expiry of his substantive sentence, he shall be detained in Prison until the expiry of the period for which security is required to be furnished, or until the requisite security is given. It is not necessary in such cases that formal warrant shall be issued by the Magistrate for the detention of such person in the prison after the expiry of the substantive sentence.

Illustration. - A prisoner while undergoing three months' imprisonment is ordered by a competent Court to execute a bond under section 125 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) for keeping the peace for a term of six months in a sum of Rs. 25 and one surety for a like amount, but fails to give security on or before the date on which the three months substantive imprisonment expires, he shall be detained in Prison until he furnishes the required security, or until the term for which such security is to be given is completed but no formal warrant is necessary for such detention.

(2) If a person while undergoing imprisonment under an order under section 141 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) in default of furnishing security, is convicted of an offence committed prior to the making of the order and sentence to imprisonment such sentence shall commence from the date on which it was passed; and if such sentence should expire before the period for which the person is undergoing imprisonment in default of giving security he shall be detained for the remainder of such period. If, however, a person while undergoing imprisonment in default of furnishing security is convicted an offence committed after making the order under section 141 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and sentence to imprisonment such sentence shall commence at the expiration of imprisonment for failure to furnish security unless the Court directs that such sentence shall run concurrently with the imprisonment for failure to furnish security.

(3) Sentence awarded under section 52 of the Prisons Act, 1894 (Central Act XI of 1894) shall commence on the expiry of imprisonment in default of furnishing security or from the date of receipt at the Prison of an intimation that the security has been furnished.

(4) Where a prisoner who is already undergoing substantive sentence of imprisonment, has been ordered to undergo a further sentence in default of furnishing security for keeping peace or good behavior under Chapter IX of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) the order shall be brought to the notice of the Sessions Judge to whom such Judicial Magistrate is subordinate.

(5) The period mentioned in sub-section (2) of section 141 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall be counted from the date of the order of the sessions Judge or High Court unless the latter specifically directs in the warrant that it is to be counted from some other date. In such a case, the direction of the Superior Court shall be complied with.

(6) Detention for failure to give security is not a substantive sentence of imprisonment within the meaning of section 467 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

253. Procedure when sentence is suspended. - (1) When an Appellate Court directs that the execution of a sentence or order appealed against be suspended, the appellant shall, if detained in prison pending the further orders of such Appellate Court be treated in all respects as an under-trial prisoner.

(2) Should the appellant be ultimately sentenced to imprisonment or imprisonment for life, the period during which the original sentence was suspended shall -

(a) If passed in prison, be included, and

(b) If passed out of prison be excluded, in computing the term for which he is sentenced by the Appellate Court.

254. When retrial is ordered. - (1) When a Court passes a sentence on retrial, after original sentence is reversed and retrial (fresh trial) is ordered on appeal, the previous sentence or portion thereof already undergone by the prisoner before the fresh trial ordered by the Court in his case should also count. Unless otherwise specifically directed, towards the sentence imposed after the fresh trial, excluding any period at large.

(2) If a convicted prisoner is to be handed over to police for the purpose of investigation, Government orders suspending his sentence are necessary.

255. Procedure when a sentence is modified or reversed on appeal.- (1) When a sentence on a prisoner is reversed or modified on appeal by a Court other than the High Court, a fresh warrant will be issued by the Appellate Court to the Officer in charge of the Prison and its order will be communicated to the lower Court:

Provided that when the Appellate Court orders the retrial or committal for trial of a prisoner under section 427 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) it shall communicate its order to the Court whose decision has been reversed and that Court shall thereupon make such orders as are conformable to the judgment of the Appellate Court.

(2) When a case is decided on appeal or revised by the High Court, the Court or Magistrate to which the High Court certifies its order will proceed, under the provisions of section 428 or 445 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) to issue when necessary fresh warrant or order to the Prison Officer.

(3) In all cases in which a sentence or order is modified or reversed, whether in appeal or revision, a separate warrant shall be issued as regards each prisoner whose sentence has been so modified or reversed.

256. Procedure when a sentence is confirmed. - (1) When an appeal is rejected or a sentence confirmed by an Appellate Court other than the High Court, intimation to that effect will be sent to the Officer in charge of the Prison by such appellate Court and order will be communicated to the lower Court for record.

(2) On the rejection by the High Court of an appeal or application for revision from a prisoner in Prison being communicated to the Court by which he was convicted such Court is at once to cause intimation of the decision to be given to the prisoner.

(3) In cases referred by the Court of Sessions for the confirmation of a sentence of death by the High Court, the High Court will send a copy of its order to the Court of sessions which will then issue warrants to the Officer in charge of the Prison.

257. Prisoner shall be informed of the result of his appeal or application. - In all cases, the Superintendent shall acknowledge by letter, the receipt of any warrant or order or intimation and shall inform the prisoner of the result of his appeal or application.

258. Calculation of sentence modified on appeal.- When an Appellate Court simply modifies a sentence passed by a lower Court without change of section or when an Appellate Court passes a new sentence by changing the conviction section or the punishment section or otherwise, the sentence finally passed shall count, unless otherwise specially directed, from the first day of imprisonment under the original sentence.

259. Effect of annulling the first of two sentences. - (1) When a prisoner has been committed to prison at one trial under two separate warrants, the sentence in the one to take effect from the expiry of the sentence in the other, the date of such second sentence shall, in the event of the first sentenced being set aside in appeal, be presumed to take effect from the date on which he was committed to Prison under the first or original sentence;

(2) When separate sentences have been passed in separate trials and the sentences run consecutively under section 427 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or under section 467 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), the operation of the second sentence will, in the event of the first sentence being set aside on appeal, commence from the date of conviction in the second case.

Illustration (1). - A prisoner is sentenced on 1st July to two periods of six months' imprisonment for two offences. On appeal the first sentence is quashed on 31st August the prisoner will be entitled to release on 31st December.

Illustration (2).- A prisoner is sentenced on 1st July to six months imprisonment and on 1st August to another period of six months imprisonment. On appeal, the first sentence is quashed on 31st August. The prisoner will be entitled to release on 31st January.

(3) If, however an appeal is also filed in the second case, it will be competent to the Court hearing the second appeal to direct that credit shall be given for such period as is covered between the date of the second conviction and the date on which the first appeal was accepted.

(4) No credit can be given in the second case, however, for any period passed in prison under the first sentence prior to the date of the conviction in the second case by the Court of original jurisdiction.

260. When Appellate Court annuls a sentence and orders for retrial.- When an Appellate Court annuls sentence and direct that the prisoner shall be retried and a warrant for the prisoner's release on bail is not received, the prisoner shall be remanded to the under-trial yard (unless he be undergoing some other sentence), and the Superintendent shall be apply to the committing Court for warrant for his custody pending trial if such warrant is not at the same time furnished. Such warrant should set and forth the Court by which the prisoner is to be tried and the date on which he is to be produced before the Court.

CHAPTER - XVII

GENERAL DISCIPLINE AND DAILY ROUTINE

261. Unlocking wards at day break. - The barracks and cells shall be unlocked at daybreak throughout the year. Previous to the opening of the wards the convict night watchman on duty shall awake all the prisoners and keep them in readiness to march out in files with their bedding as provided thereunder.

262. Jailer to be present. - The Jailer shall be present at the opening of the wards and cells every morning and shall personally superintend the unlocking of a portion of them, that of the reminder being carried out by the Deputy Jailer, Assistant Jailer, Chief Head Warders and First Grade Warders.

263. Treatment of bedding. - As soon as the wards and cells are unlocked, each prisoner shall take his bedding outside and shake it well. He shall then fold it and except, on rainy days, leave it outside to air for some hours when it shall be taken in and placed on the proper pial. The Superintendent and the Chief Medical Officer shall occasionally examine the bedding to see if it is properly aired.

264. Cleaning of wards and cells. - As soon as the wards and cells are vacated, the sweepers shall then thoroughly sweep and clean every part, all cobwebs, dust and dirt of every description being carefully removed from the roofing corners and else where, the yard shall also be swept.

265. Wards and cells to be ventilated and locked. - The sleeping wards and cells shall be thoroughly ventilated during the day and kept locked to prevent prisoners from re-entering them. The keys shall be kept in the key box or almirah, until it is necessary to reopen the cells and wards in the afternoon.

266. Counting of prisoners. - As the prisoners leave the wards or cells, they shall, after depositing their bedding in the manner directed in rule 263 form into fours and shall thus be counted by the Officer unlocking the ward who shall satisfy himself that their number is correct and shall report the same to the Jailer.

267. Latrine and bathing parade. - After the enumeration of the prisoners is completed, they shall be marched to the latrine, and when they have been given an opportunity of resorting to it, they shall be marched to the bathing platform and shall be required to wash their hands and faces. Every prisoner shall be provided with fifty grams of tooth powder per month for the purpose of cleaning the teeth and one hundred and fifty grams of toilet soap per month for bathing purpose.

Explanation .- All 'B' class male prisoners shall be given for bathing purpose 28 grams of soap nut powder per head per week, or when soap nut is not available the same quantity of illuppai cake. For the supply of toilet soap to female prisoners, the provision contained in rule 937 shall apply.

268. Bathing places. - (1) Every Prison shall provide covered cubicles for bathing, at the rate of one for every 10 prisoners, with proper arrangements to ensure privacy. The standard size of each bathroom shall be 5'x 5' (length and breadth). Every prisoner will be required to have bath as frequently as necessary for general hygiene according to climatic conditions.

(2) Taking into consideration the daily requirement of water of an individual is about 135 litres, there shall be an arrangement for the adequate running supply of water in every prison. If feasible, new Prisons will make arrangements for rainwater harvesting and recycling of water, keeping in view its cost effectiveness.

(3) Each Prison shall have an independent standby arrangement for water supply.

(4) All Prison building shall have rain water harvesting system and sewerage treatment plant.

269. Early meals and formation of gangs. - (1) After the latrine and washing parade is completed, arrangements shall be made to conduct group prayers. After that, the prisoners shall be allowed to do either physical exercises or Yogasanas or be given Transcendental Meditation subject to the availability of required facilities. Thereafter, the early morning meal shall be distributed. The prisoners shall then be divided into gangs according to the nature of the labour on which it is proposed to employ them, each gang being placed in-charge of a warder and convict Officer. The number of the prisoners in each extramural gang and the names of the Officer in-charge shall be recorded in the register in Form No.22 and the signature of the Officers in charge of each gang taken in the said register. For gangs working inside the Prison and in workshops, it shall be sufficient if the number of men in a gang is noted in the rough distribution statement maintained by the Jailer or Chief Head Warders and the acknowledgement of the Officer in charge taken.

(2) A gang detailed for extramural work shall in no case exceed eleven prisoners, one of whom shall be a convict warder or convict overseer and shall be in charge of a warder whose signature shall be taken in the register in Form No. 22 in acknowledgement of his responsibility.

(3) It shall be the duty of the convict Officer who forms a member of the gang to assist the warders, in supervising the prisoners escorting them to and from their place of work or the latrine and to perform such other similar duties as may be assigned to him.

270. March to work-Jailer to distribute tasks. - The gangs shall then be marched to their work, the prisoners being ranked in fours and required to keep step. The distribution of labour shall be made by the Jailer in accordance with any General or Special rules laid down by the Superintendent. The Jailer shall see that no prisoner is put to or kept on work for which he is unfit or which is likely to be prejudicial to his health or contrary to the decisions of the Classification Committee.

271. Duties of warders in-charge of extramural gang. - (1) Every warder in charge of an extramural gang shall keep the prisoners in his gang well in view at all times. On no pretext shall a prisoner be allowed to straggle away from his gang and go out of view.

(2) If any prisoner declares that he wants to answer calls of nature, he shall be escorted by the convict warder or convict overseer assisting the warder in the gangs, to the nearest latrine or to some appropriate place and allowed to do the same under proper watch. No convict shall be allowed to separate himself from his gang for this purpose, except under escort.

(3) The Superintendent shall pay surprise visits to the extramural gangs at least once a month and satisfy himself that the rules are duly complied with and shall record the fact in the journal.

272. Procedure in cases of illness. - If a prisoner in a gang working outside is injured or taken ill, he shall be sent back to the Prison. If necessary, the whole gang may be marched back to the Prison with the sick prisoner.

273. Midday meal. - At 11.00 A.M. the ghurri or bugle shall be sounded and the gangs marched back to the yards when the prisoners shall be given an opportunity of using the latrine and at 11.30 A.M. the midday meal shall be issued after the census for the midday is taken. A bell shall be rung as the signal for the distribution of this meal and of the evening meal. The cooked food shall be distributed by the cooks in the presence of an Officer in the rank of Deputy Jailer/Assistant Jailer.

274. Resumption of work in afternoon.- After the meal the prisoners shall be given an opportunity of using the latrine and the gangs shall then be reformed and marched back to their work, which shall continue till 4.30 P.M. in the cold weather and 5 P.M in the warmer weather in the height of the hot weather, an interval of two hours for rest shall generally be allowed at some time after the midday meal and at all seasons a similar rest shall be allowed to weak and infirm prisoners.

275. Hours of Work. - (1) The total number of hours of work for adult male prisoners shall not exceed eight hours a day.

Explanation. - The time occupied in educational and vocational training activities shall not be counted as work period.

(2) The hours of work stated above are based on the assumption that the remaining period will be usefully utilized in educational and training activities. The Superintendent is authorized to suitably adjust the hours of work in accordance with the condition at each prison and the requirements of education and training.

(3) During emergencies or unforeseen situations, the Superintendent is authorized to employ prisoners beyond normal working hours with the prior permission of the Director General of Prisons and Correctional Services. In such an event measures required from security and discipline point of view shall be taken.

(4) The Classification Committee shall prescribe the hours of work for prisoners mentally or physically handicapped and for prisoners advanced in age.

(5) Women prisoners during pre-natal and post-natal periods and sick and convalescent prisoners shall be exempted from work, if so recommended by the Chief Medical Officer.

276. Procedure on cessation of work. - Upon cessation of work the convicts having been taken back to their yards, shall proceed first to the latrine and then to the bathing platforms, where they shall be required to bath, unless excused by the Superintendent or Chief Medical Officer. During the wet months or cold weather, the bathing hour may be changed so as to precede the midday meal instead of the evening meal. In this case, the sanitary gang and any other convicts engaged in especially unhygienic forms of labour shall be required to cleanse themselves also before lock-up.

277. Evening meal and lock-up. - (1) When the days work is completed, the latrine visited and a bath taken the prisoners may be allowed games, recreational and cultural activities according to a weekly time table and subject to availability of facilities. Thereafter, the evening meal shall be distributed. The prisoners shall then be locked up, the hours being from 5-30 p.m. to 6 p.m in the cold weather and from 6.00 p.m to 6.30 p.m. in the warmer months.

(2) After lock-up, the prisoners may utilize the time till 9.30 P.M. in reading newspaper, magazines or books, for which lights shall be allowed and in listening to radio music. They shall also attend any cultural programme arranged for them by the Superintendent. They shall go to bed at 9.30 P.M. Before the prisoners go to bed, they shall be allowed to meditate, if they so desire.

278. Daily routine on Sundays and prison holidays. - On Sundays and prison holidays there shall be deviation in the daily routine detailed so far. During the hours specified for work, the prisoners shall attend to their haircut, washing of their clothes and bathing. They may also listen to the radio, Television, read newspaper, magazine, Library Books and do Meditation.

279. Men who work together to sleep together. - As a general rule and subject to the rules as to classification in Chapter XV, men who work together shall, as far as possible, sleep in the same block so as to facilitate the formation of gangs, prevent inter-communication among prisoners and the like. prisoners concerned in the same case shall not be confined in the same ward or employed in the same gang.

280. prisoners outside to be brought in for meals. - prisoners working extramurally shall be brought in for feeding purposes. Every prisoner shall be searched each time he leaves or enters the Prison. All prisoners shall be counted and searched on return to the yards from labour.

281. Strict discipline to be enforced. - Every detail of the daily routine shall be carried out systematically, the prisoners being marched about by word of command. Strict silence shall be maintained and prisoners shall on no account be allowed to wander or loiter in the yards un-attended.

282. Conduct of gangs. - Gangs when halted shall ordinarily be required to sit down. At the hour for turning out for work, when the gangs have been formed, the Officer in-charge shall see that they are properly arranged and (if necessary) equipped with tools, and shall then give orders "rise and march". At the first order, the gang shall rise and at the second, move off at a steady pace to their work. The same procedure shall be followed when moving gangs at other times. Care shall be taken to instruct prisoners to understand and obey the words of command and march with regularity.

283. Search before lock-up. - Every prisoner shall be thoroughly searched before being locked up at night and every cell and ward shall also be searched. The Officer making the search shall be responsible that all bolts, bars and fastenings are in order, and that no contraband article or article likely to facilitate escape is left with any prisoner, or in any ward or cell.

284. Disposal of keys and their use at night. - (1) During the day, the keys of the wards and cells, when not in use, shall be kept in a fixed key-box or almirah either at the main gate or at the office as may be most convenient. The key-box or almirah shall be kept locked, its key being retained either by the Gatekeeper or Chief Head Warder, as the case may be.

(2) After lock-up, the keys of the wards and cells shall be collected, and shall be counted in the presence of the Jailer by the night Guard Officer. They shall then be locked into a fixed key-almirah at the main gate, the key of which shall be in the custody of the Jailer. The front of this almirah shall be of glass so arranged that, should any emergency arise necessitating the opening of a cell or ward before the Jailer can be summoned, a pane may be broken and the required key obtained. In cases where this procedure is resorted to, intimation of the circumstance shall be at once sent to the Jailer, who shall immediately proceed to the Prison and remain there so long as his presence is necessary. Before leaving the Prison, he shall see that the key or the keys which have been removed are put back into the almirah and the broken glass pane replaced by a new one.

(3) If a prisoner requires medical attention during the night, or if for any other reason it becomes necessary to open a ward or cell, the Jailer or Deputy Jailer or Assistant Jailer shall be sent for and, except in cases of emergency, such as fire or attempt to commit suicide, no ward or cell shall be opened except in the presence of one of these Officers.

(4) All locks and bars and other fastenings must be regularly checked by the warder in charge and a report to the effect must be given to the Assistant/Deputy Jailer.

(5) All duplicate keys for the locks must be kept in a sealed box under the custody of the concerned Jailer. No keys should be left behind unaccounted for and no prisoner will have any access to the Prison keys. All the block keys when not in use must be kept in an almirah or key box at the gate or at the tower in the custody of the gate keeper or Assistant Jailer (Tower), as the case may be.

285. Letting out Cooks to prepare early meal. - When it is necessary to let the cooks out before the general unlockup of prisoners, they shall be locked up together in a single ward, the key of which shall be entrusted to the Patrolling Officer, who may unlock this ward at the prescribed hour.

286. Provision of sleeping berths. - A raised berth measuring 198 centimeters long by 69 centimeters broad and 51 centimeters to 61 centimeters high in a lower storey and 152 centimeters high in an upper storey shall be provided for each prisoner to sleep on. The berth shall be cemented on the surface and built with the head to the wall of the ward or cell and the feet in ward. In wards the berths shall be numbered and to each prisoner shall be allotted a particular berth which he shall not be allowed to change and which he shall not leave without permission of the night watchmen on duty, and then only to use the latrine.

287. Lighting of wards and cells at night. - A light which shall as far as possible, shall be kept burning in every sleeping ward throughout the night. If it goes out, the warder in-charge of Tower and sentry warders inform the control room to operate the Generator in case of failure of automatic switch and to ensure that all light are relit. For this purpose, every prison will be equipped with a generator with an automatic switch so that if power fails, the generator automatically switches on and all security gadgets will function without any interruption.

288. Latrine accommodation in wards and cells. - Each barrack used for sleeping will have sufficient number of attached western closet, urinals and wash places. The ratio of such western closet will be one unit per 10 prisoners. The ratio of the western closet which can be used during day time will be one unit per six prisoners.

289. (1) Toilets will be of the sanitary type with arrangements for flushing. The standard size shall be 5' x 5' (length and breadth). They will be placed on an impermeable base which will be higher than the surrounding ground and will be so built that the sun's rays can easily enter the toilets and rain is kept out. The partitions separating the toilets will be high enough to provide a reasonable degree of privacy. Toilets will be so designed that all excreta and wash materials will get into the receptacles without fouling the sites. Every seat will be provided with foot rests with an impermeable surface which will be in the right position and not too far apart. The inside walls of the toilets will be fitted with glazed ceramic tiles up to the height of 1 meter from the floor level, as far as possible.

(2) In each barrack, where two toilets are provided, one should be of western type. In the hospital, 50 per cent of toilets should be western type.

290. Visits to latrine out of hours. - If during the day any prisoner wishes to visit the latrine out of the usual parade time, he shall be made over to a convict Officer. If a prisoner unnecessarily visits the latrine, the convict Officer shall report him to the warder in-charge. If it appears that a prisoner is suffering from diarrhea or dysentery, a report shall be made to the Chief Head Warder/Assistant Jailer or Jailer, who shall send him to the hospital for observation.

291. Matters affecting caste or religion. - (1) No undue interference with religion or caste prejudices of prisoners shall be permitted. Prisoners shall be allowed to wear their religious symbols such as the sacred thread and the like referred to in rule 201 and renew them if necessary and shall be allowed to perform their devotions in a quiet and orderly manner without undue interference with prison routine and discipline.

(2) Water for ablution and a blue cotton carpet shall be provided in cells or wards where Mohammadan prisoners are confined and facilities shall be given to them for saying their prayers individually four times a day namely at 5 a.m. midday recess 6 p.m and 8 p.m and for eating food kept overnight according to the custom in the month of Ramzan if they desire it. They shall be allowed a recess of two hours for saying their prayers on Fridays, and on the three Mohammadan festival days, namely Bakrid, Meeladinabi and Shabha Barat, if those days do not happen to be Fridays or holidays.

(3) Sikh prisoners shall be permitted to wear in prison a pagri of suitable size, Kachh (short drawers) to reach to the knees and a miniature, kirpan (dagger) made of steel 25 milli meters in length and to retain their religious symbols, namely (1) the Kes (long Hair) (2) Kanga (comb) and (3) kara (Iron bangle).

(4) No gathering together of prisoners for the purpose of performing any religious function or caste ceremony shall be permitted.

(5) Every prisoner who expresses a desire to keep a religious fast, and in the opinion of the Chief Medical Officer is in a fit state of health, may be permitted to do so. As far as practicable, the convenience of such prisoners shall be met with regard to the disposal of the food and the hours of its distribution.

(6) The festivals during which alone religious fast may be permitted are the following, namely: -

(a) In the case of Hindus—

- (i) Mahasivarathri;
- (ii) Sri Krishna Jayanthi;
- (iii) Vaikuntayekadasi;
- (iv) Sri Rama Navami;
- (v) Mahalaya Amavasya;
- (vi) Pongal day;

(b) In the case of Christians.-

- (i) All Fridays during lent;
- (ii) Christmas Eve (24th December);
- (iii) Assumption Eve (14th August);

(c) In the case of Mohammadans-

- (i) Ramzan period (30 days);
- (ii) Moharram (10th may);
- (iii) Shaba Barat (15th day of Shabhan);
- (iv) Bakrid (9th day of Lilhaj);

(7) The Inspector-General of Prisons (Headquarters) may, at his discretion, permit the Superintendent of Central Prisons, Special Prisons for Women, Borstal School, Pudukottai and Open-Air Prisons, to accept raw rations for cooking food in the prison kitchen, subject to the approval and strict control of the Chief Medical Officer of the Prison, if offered by any religious or charitable body or philanthropic individual on festival or other occasions.

Explanation:- (1) – The Superintendent may also receive cash from religious or charitable bodies or individuals for expenditure on the purposes mentioned above when those bodies or individuals, find it inconvenient to present actual fruits and sweetmeats. Such of the amounts should be properly accounted for like Government money. All documents such as vouchers, receipts and other connected records shall be properly preserved and produced for audit.

(2) Articles such as radios and television sets useful to the prisoners, offered as gifts to them may be accepted by the Superintendent with the permission of the Inspector-General of Prisons (Headquarters). On receipt of such gifts, the Superintendent shall bring the same to stock, make entries in the Civil Stores articles registers in Form No.26 and send a report to the Inspector-General of Prisons (Headquarters). The Inspector-General of Prisons (Headquarters) shall then send a report to the Government about the presentation of the articles.

(8) Articles donated by a philanthropist or association or charitable body in aid of handicapped or other prisoners who are in need or such articles for their daily routine activities may be accepted by the Superintendent., with prior permission of the Inspector-General of Prisons (Headquarters). The Superintendent shall decide it carefully if necessary, in consultation with the Chief Medical Officer of the Prison and explain to the Inspector-General of Prisons (Headquarters) while recommending the acceptance of such articles they are not detrimental to Prison security or discipline.

292. Use of books by prisoners. - (1) Every prison shall be provided, according to its size and importance, with an ample library of approved books and periodicals in English and in the languages of the State of Tamil Nadu for the use of literate prisoners. One of the teachers shall have charge of the prison library and shall allow the use of the books, periodicals, and journals to literate prisoners subject to the orders of the Superintendent. Any book introduced otherwise than in accordance with this rule may be destroyed.

(2) Only books selected and approved by the District Educational Officers and their Assistant and the newspapers, magazines, periodicals, pamphlets and the like approved by the Government shall be allowed to the prisoners after censorship by the Superintendent.

Explanation. - The censorship shall be confined only to the items relating to prison breaks, riots and assaults and similar indiscipline in prisons. Objectionable or prohibited matters affecting prison administration shall be blacked out or cut away. Books, newspapers, magazines and the like containing subjects which in the opinion of the Superintendent of Prison are likely to incite the prisoner to commit the very offence for which he has been sentence to Prison shall not be allowed, censoring of items favourable to or critical of any political party shall not be done. Censorship shall be resorted to with utmost circumspection.

(3) The Director General of Prisons and Correctional Services shall accord permission for religious discourses, Programme of Reformation and Rehabilitation of prisoners with the help of individuals, Non-Governmental Organizations and other institutions interested in the welfare of the prisoners, after proper verification subject to the following conditions, namely: -

(a) The bonafides of the parties giving Bhajans and the like should be considered as satisfactory by the Superintendent of Prisons.

(b) An unwieldy number of prisoners shall not be grouped at a time for the purpose. A few repetitions of Bhajans and the like may be allowed so that all prisoners may enjoy the privilege by turns.

293.(1) Recreational Facilities. - Proper recreational facilities like, grounds for outdoor games, auditorium for cultural activities, library, indoor games, yoga, etc. shall be made;

(2) **Recreation rooms.** - A compartment in each barrack shall, if possible, be set aside as a recreation room for prisoners after lock-up, and an educated prisoner shall be allowed to read aloud to the other prisoners between 6-30 p.m. and 8 p.m.

294. Religious instructions and moral lectures. - (1) Religious and moral lectures to all prisoners in prison shall be allowed only on condition that no proselytizing is carried on under the cloak of religious and moral instruction and that lecturers confine their attention to prisoners of their own faith.

(2) The selection of lecturers shall be made by the Director General of Prisons and Correctional Services in consultation with District Collectors in the mofussil and the Commissioner of Police in Chennai City.

(3) Superintendent shall endeavour to secure the services of honorary lecturers and in their absence the senior members of the prison staff, preferably the teachers, should be deputed to lecture weekly to the prisoners.

(4) Any lecturer, who for any reason, finds himself unable to attend the prison for a period of three months or more shall report the reasons for his inability in advance to the Director General of Prisons and Correctional Services through the Superintendent of the Prison, in order that a suitable substitute may be appointed in his place, if necessary. Any lecturer who shall have absented himself from the prison for a period of three months or more, without thus reporting the circumstances of his absence, shall be deemed to have vacated his office, and his name shall be removed from the list of lecturers.

(5) The Director General of Prisons and Correctional Services may remove from the list, the name of any lecturer without assigning any reason.

(6) In order to promote education, the Superintendent of Prisons shall invite teachers and lecturers attached to the renowned institutions to deliver lectures on non-political matters for the benefit of the prisoners on prison holidays and Sundays, subject to the condition that the teachers and lecturers obtain, in advance, the formal consent of the Superintendent of the Prisons on the subject matter of the lecture. The teachers and lecturers shall draw conveyance allowance at the rate allowed to moral and religious lecturers.

295. Change of religion in Prisons. - (1) No preacher of religion shall be allowed to have access to any prisoner other than a prisoner sentenced to death who does not belong to his own denomination unless the prisoner voluntarily and spontaneously expresses a wish to see such a preacher, in which case the matter shall be reported to the Director General of Prisons and Correctional Services for order.

(2) Before permitting any prisoner to see a preacher of religion who belongs to a denomination of persuasion other than his own, great caution shall be exercised to avoid all outside suggestion or colour of proselytism. If, however, the spontaneity of the prisoner's wish is established beyond doubt, it is not desirable to interfere with its fulfillment even though it extends to a change of religion.

296. Education of prisoners. - (1) Education is vital for the overall development of prisoners. Through education, their outlook, habits and total perspective of life can be changed. Education of prisoners benefits the society as well as it leads to their rehabilitation, and reintegration. Education reduces the tendency to commit crimes. This would

mean less crime, fewer victims, fewer prisoners, more socially productive people, and less expenditure on criminal justice and law enforcement.

(2) Education is harmonious and necessary for the all-round development of human faculties- mental as well as physical. It is a tool by which the knowledge, character and behaviour of the inmate can be moulded. It helps a prisoner adjust to the social Environment and facilitate his ultimate re-integration in society.

(3) Life in prison tends to be monotonous and regimented. There is a need to provide prisoners with adequate educational opportunities in order to enable them to lead a law-abiding and self-supporting life following their release. It must be understood that placing offenders inside Prison cells without any attempt to reform them is an unproductive exercise.

(4) Objective: The objective behind educational programmes in Prisons may be to channelize prisoners' energies into constructive and creative pursuits, instilling in them a sense of confidence, developing amongst them social responsibility and consciousness, fostering amongst them habits and attitudes necessary for adjusting in the community, creating amongst them an awareness of the futility of leading a criminal life and uplifting them morally, mentally and socially. A comprehensive educational programme in a Prison may aim at, -

- (i) providing opportunities to illiterate inmates to achieve at least a certain minimum level of education;
- (ii) extending facilities to literate inmates to advance their educational standards;
- (iii) developing a better understanding of the duties and obligations of a citizen;
- (iv) improving the attitude of inmates towards society and fostering a desire to live as good citizens;
- (v) assisting the development of good social and ethical habits and attitudes so that the inmates may properly adjust their lives when they are released;
- (vi) helping them to improve their personalities and ability for social adjustment through individual and group guidance in social living, planning;
- (vii) developing a point of view which will make the futility of a criminal way of life apparent to the inmates, making them aware of the advantages of a law-abiding life;
- (viii) stimulating sustained interest and effort towards self-improvement; and
- (ix) developing social consciousness and a sense of social responsibility and obligations

(5) Planning.- Educational plan for prisoners shall be as follows:-

- (i) The purpose of education is to facilitate transformation, reformation and reintegration of prisoners into society. In order to achieve these objectives, an adequately trained educational staff and minimum facilities like class rooms and libraries should be provided in every prison.
- (ii) Education of illiterate young offenders and adult prisoners shall be compulsory. Correctional Services will pay special attention to educational programmes.
- (iii) Because of wide variations in intelligence level and individual interests of inmates, it is essential to organize diverse educational programmes to suit the needs of the larger groups.
- (iv) Educational programmes should cover subjects which would help develop the inmate as affective members of social groups. The programmes should also help develop insight on the part of the inmates.
- (v) The nature of the educational programmes in an institution should be related to the size and type of the inmate population and the time earmarked for these programmes. Educational activities should be developed in conjunction with the overall programme of an institution.
- (vi) As far as practicable, the education of prisoners shall be integrated with the educational system of the State so that after their release they may continue their education without difficulty. These programmes should be related to after-care programmes also.

- (vii) The education policy should be formulated in a manner which is adjustable to social environment, leading to ultimate resettlement of a prisoner in the society. Education should be organised at three levels, namely: -
 - a) For the illiterate inmates.
 - b) For the intermediates.
 - c) For advanced education.
- (viii) Educational personnel should be oriented, through special training courses, to implement correctional policies, programmes and methods as far as practicable.
- (ix) Non-Governmental Organizations should be extensively involved in the educational programmes

(6) **Nature of an educational programme.** - The educational programme should consist of. -

- (i) Physical including yoga and health/hygiene education;
- (ii) Academic education;
- (iii) Social education;
- (iv) Vocational education;
- (v) Moral and spiritual education;
- (vi) Cultural education;
- (vii) Computer education; and
- (viii) Legal education/awareness;

(7) **Educational policy for inmates.** - On admission to the prison, the criteria for initial classification of prisoners should be done on the basis of their educational background, their aptitude to follow further studies, their social background and vocational education.

(8) The policy behind academic education should aim at :-

- (a) Making every illiterate prisoner literate;
- (b) Developing educational qualifications of prisoners;

(9) If a prisoner, who was pursuing studies before his imprisonment, expresses his intention to continue his studies and appear for an examination of any Board/University or institution, he should be given due facilities for it. He should be allowed to receive books and writing material from his friends and relatives from outside and purchase books and such materials out of his personal cash kept in the custody of the prison, or at Government expense. Such facilities should also be extended to a prisoner who has given up his studies before his imprisonment, but expresses his intention to proceed with it with a view to appear in an examination conducted by any university or other statutory body or a recognized institution.

(10) **Classification of prisoners.** - prisoners should be classified on the basis of their academic/educational qualifications and their aptitude for further learning at the time of admission in the prison. It should be made compulsory for each prisoner to sit in educational classes, arranged as per their qualification, for at least two hours in the day, preferably in the morning hours.

(11) The classification committee and educational personnel should together decide the amount of time to be devoted for academic education, vocational education and work for each inmate. As there will be variations in the educational level, intelligence and interests, diverse educational programmes should be organized for different groups of inmates.

(12) **Help of educated prisoners.** - The help of educated prisoners should be liberally obtained for carrying out educational programmes, in addition to the help taken from regularly employed teachers, and utilizing similar facilities offered by Non-Governmental Organizations.

(13) **Language Classes.** - Language classes should be encouraged. These classes could be run by the educated prisoners, regular teachers and Non-Governmental Organizations. This will help the prison administration harmonise relations between prisoners of different cultures and communities and would improve discipline in the prison.

(14) Keeping in view the special needs of prisoners, a booklet should be prepared which would enlist various educational programmes being carried out in the prison.

(15) **Schools for young offenders.** - Every prison shall have a regular School where young offenders can attend regular classes in shifts. This School could be a branch of any Government School being run by the Education Department of the State, with the Education Department providing teachers, equipment and material for teaching young offenders. The School should provide education for primary, secondary and senior secondary levels. It should be mandatory for each young offender to attend classes. The staff posted in the prison should be paid special incentive for maintaining prisoners' interest in attending School.

(16) The prisoners, who pass various examinations should be given certificates as are given to students studying in regular Schools. Care should be taken to ensure that there is no mention of the young offenders' imprisonment on such certificates.

(17) **Education for short term prisoners.** - For under-trial prisoners, and prisoners sentenced to short term imprisonment, educational classes could be organized in the yards/enclosures where such prisoners are kept. This would facilitate better organization of regular classes for prisoners who are required to undertake educational programmes on a short, medium or long-term basis.

(18) **Personnel and equipment.**- The following personnel and equipment for the educational programme for prisoners shall be provided: -

- (i) Teachers shall be provided for running and guiding the adult educational programmes in Prisons. Inmates, who are educated and whose conduct has been good, should be given training in imparting education to others. These trained inmates should assist the regular teachers in organizing diversified educational programmes. The services of retired teachers or non-governmental organizations could also be obtained in running the educational programmes.
- (ii) Necessary equipment for education like books, stationery, writing material, furniture, etc., should be provided at Government cost. In each prison, a building should be earmarked/constructed as a School for carrying out educational activities. Buildings and areas for educational programmes should be earmarked in accordance with the minimum standards as fixed by the Education Department for similar purposes.
- (iii) Study/examination centers of National Open School/Indira Gandhi National Open University should be established in every Central/District Prison. The strength of educational personnel should be fixed in accordance with the inmate population and the educational programmes to be organized.
- (iv) The educated prisoners, who help the Prison administration in conducting educational programmes, should be given wages/honorarium by the prison Authorities.
- (v) Audio-visual equipment should be used for educational purposes.
- (vi) The lodging arrangement of prisoners can also be done as per their educational requirements so that suitable environment is created in the barrack/cell to enable them to carry out the assignments given to them by their teachers.

(19) **Curriculum.** - Curriculum shall be drawn up in accordance with the needs of each inmate group. It should be in line with the educational programmes conducted in other educational institutions in the State. It should be planned in such a way as to synchronize with the length of sentence of the inmates. Educational schedules and time tables should be drawn to fit the total programme of the Prison.

(20) **Tests and Examinations.** - The following concessions shall be given to prisoners for pursuing their higher education:-

- (i) At the end of each educational project, inmates should be given tests and examinations. These tests/examinations should be conducted inside the prison by the Education Department/National Open School/ Indira Gandhi National Open University.
- (ii) No fees, including examination fee, should be charged from students appearing in various examinations. Cases of brilliant students should be recommended to Education Department and other agencies for grant of scholarship.

(21) **Liaison.**- The institution should establish liaison with the Department of Education/ National Open School/ Indira Gandhi National Open University and other approved educational institutions for obtaining educational material and other help.

(22) **Library.** - The following facilities in the prison library shall be provided;

(i) Books in the library should cater to the needs of different educational standards, satisfaction of intellectual needs, and development of knowledge of the inmates;

(ii) The Prison library shall be properly equipped with books, magazines, and newspapers. These shall be issued to the prisoners. prisoners should be encouraged to develop reading habits;

(iii) Help of educated prisoners could also be obtained, under the supervision of the teacher, to run the library. The teacher in charge of library shall arrange for and make available books on various subjects for satisfying the needs of prisoners. He should keep details of books and periodicals available in the library subject/title wise for use by prisoners and for the information of the Superintendent of Prison;

(iv) Donation of books by Non-governmental organizations and individuals should be encouraged and welcomed. Public and Government Schools should be encouraged to adopt the educational programmes being run inside the Prison for prisoners;

(v) A digitalized library with e-learning materials may also be provided, to the extent possible.

(23) **Social, moral, cultural and spiritual education.** - Meditational therapy shall be used for holistic healing.

(24) **Prison publication.** - There shall be a monthly/quarterly publication for the inmates in select institutions for information dissemination.

297. Accountability. - (1) It shall be one of the primary responsibilities of the Prison Superintendent and other Prison personnel that the programme of education is implemented in its proper spirit. The success or failure of the programme, and the extent of the educational activities in each institution, should be one of the principal factors on which the performance of these Officer should be evaluated.

(2) The ratio between a teacher and prisoner in a Prison shall be 1:300.

(3) The Superintendent shall make full use of the teachers available in a Prison and allow maximum member of prisoners possible to attend classes in suitable batches at prescribed hours relieving each other from workshops. All the prisoners irrespective of age or sentence shall be divided into literates, semi-literates and illiterates and suitable syllabus drawn for each category.

(4) Any prisoner in a Prison shall get full benefit of education as a rehabilitation measure.

(5) Prisoners who desire education beyond the elementary stage shall be given the necessary books and all available assistance in the School.

(6) The principle of Co-ordination between the general education and industrial training shall be kept steadily in view, having regard to the need of reforming prisoners and preparing them to regain their proper place in society on release.

(7) The Director General of Prisons and Correctional Services may, in deserving cases, permit teaching personnel of educational institutions and research students to coach the prisoners appearing for Government or University Examinations working days and on Sundays and prison holidays, provided the hours devoted to education shall be so arranged as not to interfere with Prison labour".

(8) The District Educational Officer and their Assistants shall inspect the Prison Schools situated in their respective circles during the year under the rules in force in the Education Department, and they shall advise as to the scope of the teaching to be given and the qualifications required of the teachers.

(9) They shall furnish periodical reports on the results of their inspections to the Superintendent of the Prisons, who shall forward them with any remarks that may be necessary to the Director General of Prisons and Correctional Services.

(10) The Superintendent shall test progress of the prisoners and the efficiency of the teaching once in a quarter. The teacher shall be instructed to pay special attention to such of those pupils as are showing insufficient industry and progress. If the Superintendent considers any teacher at fault, he shall take disciplinary action against him.

(11) A certificate of conduct in prison and proficiency in any craft learnt or practiced in prison shall be given to every prisoner on release in Form No. 35 to assist him in finding suitable employment. If a prisoner has some trade, on which he has not been engaged in Prison, the Superintendent can accept no responsibility and shall not give certificate in regard to it.

(12) The Director General of Prisons and Correctional Services may grant permission to prisoners of all classes who wish to appear for any Government examination. The cost of examination fees, books and other connected

expenditure in the case of all classes of prisoners, shall be borne by Government irrespective of their classification in the prison.

(13) (i) The Director General of Prisons and Correctional Services may grant permission to the prisoners, who have failed in Government examinations and in the University Examinations like B.A., B.Sc., and the like conducted by various universities in Tamil Nadu to appear for these examinations for the second and third time at Government cost;

(ii) The number of chances allowed for any one examination shall not exceed three;

298. Grievance Redressal System. - Voicing resentment/grievance is an elementary human instinct. If it is suppressed, it can lead to an aberrant frame of mind which will be detrimental to natural and healthy growth of body and mind therefore;

(i) There shall be an active Grievance Redressal System (G.R.S.) in every prison which will provide every inmate the legitimate opportunity to voice his grievances;

(ii) The system will also act as a safety valve against any possibility of sudden outbursts of suppressed grievances;

(iii) There shall be one or more complaint boxes in every prison installed in centrally located and convenient places, within easy reach of the inmates. Such complaint box shall also be installed in an easily accessible place in the female ward;

(iv) The inmates may drop their complaints in the form of written petitions addressed to the Superintendent, or to the higher authorities, into such boxes;

(v) The box shall remain under lock and key and the key shall remain in the custody of the Jailer, who shall unlock the complaint box at least twice a week on the days fixed and approved by the Superintendent;

(vi) The complaint box shall be opened at appointed time before the evening locking up of the Prison;

(vii) The Superintendent shall form a permanent Committee of Grievance Redressal System comprising himself, the Jailer (the seniormost Jailer in the event of more than one Jailer being posted there), the Chief Medical Officer, and the Welfare Officer;

(viii) The committee shall meet as and when necessary, but at least twice a week to look into all the complaints of the inmates;

(ix) The Superintendent shall preside over the committee which shall enquire into all the complaints at the earliest;

(x) The decision of the committee shall be executed forthwith;

(xi) Complaints addressed to the higher authorities shall be forwarded to the addressee with comments of the Superintendent without delay;

(xii) Letters addressed by prisoners to the Government, Judiciary, Director General of Prisons and Correctional Services or other high functionaries should be forwarded to them immediately without being censored and a dated receipt of it should be given to the prisoner. The receiving authority should acknowledge letters immediately and look promptly into them;

(xiii) The District Judge should visit each prison in his jurisdiction once a month and give an opportunity to all the prisoners to present their grievances or requests, if they so desire, in the absence of Prison Officers. This should be a statutory function of the District Judge;

(xiv) The system of taking weekly rounds of inspection of Prisons by the Superintendents should be made statutory by including it in Prisons Act. If a prisoner is not satisfied by the action taken by the Superintendent on his complaint, he should be allowed to approach higher authorities for redressal of his grievances;

(xv) The Board of Visitors should be activated. The visitors should receive and enquire into prisoners' complaints and grievances and send their suggestions to appropriate authorities;

299. Welfare of prisoners. - (1) The objectives of welfare programmes in Prisons shall be to:-

(i) develop a relaxed, positive and constructive atmosphere in the institution;

(ii) ensure good personnel-inmate relationship based on mutual trust and confidence;

- (iii) ensure care and welfare of inmates;
- (iv) ensure firm and positive discipline;
- (v) attend to immediate and urgent needs and problems of inmates;
- (vi) attending to long term needs of prisoners;
- (vii) help the inmates maintain regular contact with their families, and communities in the outside world;
- (viii) ensure a good system of incentives for self-discipline such as remission, leave, transfer to semi-open and open institutions, and premature release;
- (ix) provide individual guidance and counselling;
- (x) encourage group activities, group guidance, group work;
- (xi) implant proper habits, attitudes and approaches and prepare them for a normal social life; and
- (xii) provide supportive therapy including psychotherapy;

(2) The starting point of all welfare programmes shall be the initial classification of the prisoner and the study of individual inmates. The welfare programme should include periodical review of progress and re-classification of prisoners, review of sentence and premature release, planning for release, pre-release preparation and after-care. Positive influence of institutional personnel will play an important role in this process. Community participation will be an important feature of welfare programmes.

(3) Counseling.- Counseling facilities should be extended to the prisoners as follows: -

(i) The mental health status of a prisoner should be studied before his classification at the time of admission in the prison. Prisoners certified as mentally ill should not be confined in Prisons and instead appropriate measures should be taken for their transfer to special institutions.

(ii) Professionally qualified counselors should be engaged by the Prison department to provide counseling to the needy prisoners, particularly those suffering from substance-related addictive disorders and victims of abuse.

(iii) Proper and regular evaluation of prisoner's mental health should be done to enable the requisite psycho social support services by the Department of Prisons and Correctional Services.

(iv) Severe mental disorders would require appropriate psychiatric treatment and dealt under the provisions of the Mental Health Care Act, 2017 (Central Act 10 of 2017).

(a) Whenever a person of unsound mind is ordered to be detained in any psychiatric hospital/nursing home under section 369(2) of Bharatiya Nagarik Suraksha Sanhita, 2023 the periodic progress reports as contemplated under the Mental Health Care Act, 2017 (Central Act 10 of 2017) shall be submitted to the concerned Court/Magistrate to ascertain the mental condition of the accused and pass appropriate orders wherever necessary.

(b) Wherever any under trial prisoner is in jail for more than the maximum period of imprisonment prescribed for the offence for which he is charged (other than those charged for offences for which life imprisonment or death is the punishment), the Magistrate/Court shall treat the case as closed and report them after to the Chief Medical Officer in charge of the psychiatric hospital, so that the Chief Medical Officer in charge of the hospital can consider his discharge as per the Mental Health Care Act 2017 (Central Act 10 of 2017).

(c) In cases where, the under-trial prisoners (who are not being charged with offence for which the punishment is imprisonment for life or death penalty), their cases may be considered for release on bail in accordance with sub-section (1) of section 369 of the Bharatiya Nagarik Suraksha Sanhita, 2023, if they have completed five or more years as inpatients.

(d) As regards the under-trial prisoners who have been charged with grave offences for which life imprisonment or death penalty is the punishment, such persons shall be subjected to examination periodically so as to ascertain whether the under-trial prisoner is fit enough to face the trial to defend the charge. The Sessions Judge shall commence the trial of such cases as soon as it is found that such mentally ill person has been found fit to face trial.

(4) Psychotherapy - Psychotherapy and cognitive behaviour therapies may also be used in Prisons as they have been recognized as effective for the treatment of prisoners suffering from mental disorders.

(5) Guidance - Pamphlets containing the rights, duties, entitlement, discipline and daily routine of a prisoner (including a handbook on Rights and Duties as provided in Appendix - XI) should be printed and distributed so that a prisoner may follow the 'dos' and 'don'ts' and maintain discipline during his confinement.

(6) The above literature should also be kept in the prison library and issued to prisoners who can read.

(7) Illiterate prisoners should be made to understand the contents of the literature by the Prison staff themselves or with the help of other literate prisoners engaged for educational programmes.

(8) Recreation, Sports, Cultural Activities, Films, Library - Cultural and recreational activities should be organized in all institutions for maintaining the mental and physical health of prisoners. These activities are the basic elements of rehabilitation programmes for prisoners. These should form the integral part of an institutional regime.

(9) Recreational and cultural activities should be organized depending upon various conditions such as availability of space, the climate and weather, composition of inmates and arrangements for security. Such activities can include:

(i) Outdoor games like cricket, volley ball, badminton, football and basket-ball.

(ii) Gymnastics.

(iii) Indoor games like chess, ludo and carrom.

(iv) **Film Shows.** - Historical, patriotic, biographical, scientific and educational films, travelogues, documentaries, newsreel, and films dealing with social themes should be shown. Films depicting crime, sex, violence, suspense, and such other subjects that may have a damaging effect on the minds of inmates should not be shown to them. Each Central and District Prison, should have facilities for showing films to the prisoners/ inmates. A library of good films should be developed at the headquarters of the Director General of Prisons and Correctional Services and these films should be circulated to various institutions. Close liaison should be established between the Department of Prisons and Correctional Services and the Films Division Department of Information and Broadcasting, Film and T.V. Institutions, Film Societies and other organizations which can supply good films for the inmates.

(v) **Music.** - Music has a special significance in the confined atmosphere of a Prison. It can bring relief to lonely, distressed and unhappy inmates. It can relieve boredom and promote interest in institutional programmes. Music programmes could consist of radio music, recorded music, group singing, folk music, instrumental music and orchestra.

(vi) **Community and folk dances.**-Group and Folk dances could be performed on festivals and social occasions.

(vii) **Drama.** - Useful social values and models of behaviour can be presented before the inmates through dramatic performances. Dramas dealing with social problems, pageants, musical dramas, tableau, soliloquies, dialogues, radio plays and humorous skits could be performed for the benefit of inmates. Inmates themselves can be encouraged to take part, and organize these activities.

(viii) **Arts and crafts.** - Arts and crafts can play an important role in imparting useful values to prisoners. The prisoners can maintain their individuality through these activities. Such activities can also serve as supportive therapeutic measures in the monotonous life of a Prison.

(ix) **Handicrafts and art work.**- Prisoners can be provided with necessary facilities for pottery, basket making, wood carving, carpentry, marquetry and veneers, wood turning, fret-work, leather-work, home decoration, lampshade making, metal-craft, plastics, toy-making, artificial flower making, horn-craft, clay-modelling, lacquer-work, drawing, painting, stenciling, paper-craft, papier-mâché, rug making, felt-work, knitting, embroidery, needle-work, crochet, etc.

(x) **Television.** - This is the biggest entertainer for prisoners. The channels to be shown, and their timings, should be carefully selected by the Superintendent of Prison.

(10) Every Prison and allied institution should have an annual sports/cultural meet. Inter-Institution and Inter-State sports meets of inmates should also be organized. The sports groups from outside could be invited into the Prison for playing various games with the prisoners.

(11) Yoga and meditation should be practiced daily for which the hours should be fixed. Meditation centers may be opened and Non-governmental organizations support may be availed for this purpose. It should be ensured that discourses during meditation sessions are secular in nature.

(12) Well known personalities in the fields of art, sports, literature, culture and music should be invited to the Prison as guests on various occasions to inspire the prisoners and be role-models for them.

(13) There shall be a playground for outdoor games and a community hall for cultural programmes in every prison.

(14) **Role of non-governmental organisations.** – Approved non-governmental organizations should be extensively involved in organising sports and cultural meets and other welfare activities.

(15) Care shall be exercised in the selection of welfare agencies or N.G.Os. for carrying out welfare programmes. Approved N.G.O.s welfare agencies which have a proven track record, and which are known for their dedication and selfless service, should be selected for associating in Prison programmes.

(16) No member of a Welfare agency or non-governmental organizations shall be associated with a Prison if he/she has a criminal record. For this purpose, an undertaking may be obtained from the Agency or Non-governmental organizations and Verified with police.

(17) The good work done by welfare organizations and non-governmental organizations in Prisons should be publicly appreciated.

(18) **prisoners' panchayat.**– Every Prison and allied institution should have prisoners' panchayats. These panchayats should consist of very carefully selected inmates, who are of good conduct who have the potential and ability to organise events and activities. These panchayats should plan and execute daily recreational programmes for inmates. This will give the prisoners a sense of participation in the prison management, which is an important component of any policy of welfare and reformation. These panchayats should also be used for giving the prisoners an opportunity to express their problems and seek redressal.

(19) The working of these panchayats should be continuously monitored by the Prison administration. The Superintendent or Jailer should as far as possible should personally participate in the panchayat meetings.

(20) A 'Maha panchayat' of all the panchayats should be held in the presence of the Superintendent at least once in a quarter for the redressal of prisoners' grievances and implementation of their suggestions. The Director General of Prisons and Correctional Services should also participate in such Maha panchayat in different Prisons in the State from time to time.

(21) **Celebration of festivals.** - Independence Day, Republic Day and Mahatma Gandhi's birthday should be celebrated in each prison to inculcate a feeling of the patriotism among the prisoners. Cultural programmes could also be organised on such occasions and special food can be served to the prisoners.

(22) The main festivals of all religions should be celebrated. In these, every prisoner should be encouraged to participate. Any special treatment to a group of prisoners belonging to a particular caste or religion is strictly prohibited.

(23) **Spiritual development.** - Well known personalities from all religions should be invited to deliver lectures to prisoners for their moral upliftment. Assistance from approved non-governmental organizations and welfare agencies may be sought in this regard. It should be ensured beforehand that the content and tenor of such lectures is not such as would cause resentment among people of other religions.

(24) Every prisoner should be allowed to perform his devotions in a quiet and orderly manner.

(25) **Implementation of welfare activities.** - The Superintendent shall be responsible for the smooth and orderly implementation of welfare activities in the prison.

(26) The Superintendent shall submit quarterly reports of welfare activities being conducted in his Prison to the Director General of Prisons and Correctional Services.

(27) Prison administration shall endeavour to access funds available under Corporate Social Responsibility for conducting various welfare activities for inmates and Prison staff.

300. Prisoners to wash their clothing weekly. - Every prisoner shall be required to wash his clothing at least once a week, usually on Sunday morning and at such other times as the Superintendent may direct. The Superintendent may detail prisoners to wash the clothing of 'A' class prisoners and any special portion of Prison clothing and may authorize the issue of the necessary washing and ironing materials for the purpose.

Provided that willing prisoners shall be permitted to get their clothes washed in Prison laundries at their own cost.

Explanation (1): All men prisoners shall be supplied with half a bar or washing soap weighing approximately 125 grams each on the 1st, 8th, 15th, and 22nd days of every month for washing their clothing.

Explanation (2): All women prisoners shall be supplied with a bar or washing soap weighing approximately 125 grams each on the 1st, 8th, 15th, and 22nd days of every month and 33 grams of washing soda for washing their clothing.

301. Fortnightly weighments.- Care shall be taken that the fortnightly weighments recorded under sub-section (2) of 35 of the Prisons Act, 1894 (Central Act IX of 1894) are made under the same conditions, as regards meal-time and the like, so shall to obviate, as far as possible, the variations that naturally take place throughout the day.

Explanation. - Owing to suspension of labour on Sundays, these days will be found most convenient for taking weighments, and when the number of labouring prisoners is large, one half of said prisoners can be weighed on alternate Sundays, with the assistance of the pharmacist and also if required, by a member of the executive staff detailed by the Superintendent for the purpose.

302. Record of weighments. - (1) The initial weighments on admission to Prison and the final weighment before release shall be recorded in the convict Register and these as well as all the intermediate fortnightly weighments shall be recorded on the prisoners' History Ticket and weighment chart.

(2) Before recording prisoner's weighments, it shall be ascertained that the weighing machines are accurate.

303. Treatment of prisoners losing weight. - (1) All prisoners who have lost more than 1.5 kilo-grams since the last fortnightly weighments, or more than 3.0 kilograms since admission to Prison shall be paraded with their weighment's charts for the inspection of the Superintendent and Chief Medical Officer, at the general parade next following the day on which the weighments were made.

(2) Special care shall be taken with regard to prisoners of poor physique on admission and in whom a small loss of weight may be of serious import.

304. Check by Chief Medical Officer.- The Chief Medical Officer shall, as soon as possible after the fortnightly weighments, check the weights of a dozen or more prisoners taken haphazard, with a view to satisfying himself that they have been correctly made and shall record briefly in his journal and circumstances in which he has done so with any remarks he may consider necessary.

Explanation.- The body weight varies to certain extent from time to time, under normal conditions. Therefore, small differences of weight up to one kilogram would not necessarily indicate that the weighments were carelessly done.

CHAPTER - XVIII

OFFENCES AND PUNISHMENTS

305. Prison discipline. - (1) Prison discipline is the prime mover of a dynamic and interactive human mechanism called the correctional process, which an offender undergoes to get reformed into a law-abiding and dignified citizen, who can become self-reliant after his/her release and deserve a rightful place in the mainstream of the society.

(2) An offender, after release, always faces cold treatment and rejection from the society at large. On account of such rejection and dislike, the gap between an offender and the society becomes wider. This sends the offender back into the world of crime, and from there again to custody, making a vicious circle. This is how crime recurs. Correctional work aims to bridge the gulf between the offender and the mainstream society.

(3) Prison discipline should not be retributive but reformatory; not repressive but curative; and should be carried on with a view to foster the basic values and virtues of life and humanity.

(4) Prison discipline is the collective responsibility of all the Prison personnel who are actually supposed to usher in reformation to the offender.

(5) Prison discipline should also ensure impeccable security in the prison so that the safe custody and well-being of the prisoners is not in jeopardy.

(6) Prison discipline shall also envisage a tidy ambience in the premises, which is conducive to creative work in the field of culture, literacy and vocational training.

(7) Prison discipline shall be supported and given a human face by:-

(i) sympathetic and patient understanding of the predicaments of the inmates, with follow-up guidance and counselling, which will act as an emotional support base to them. Counselling will also act as a preventive measure against despondency in their psyche;

(ii) introducing a system of incentives and rewards which will be accorded to the deserving inmates making rapid progress on the path of correction; and

(iii) exemplary conduct on the part of the Superintendent, Additional Superintendent, Jailer and other Prison personnel will go a long way to encourage prisoners to return to the society at large and make it a better place for posterity.

(8) Prison discipline shall cover all aspects of Institutional life such as:-

- (i) discipline of good health;
- (ii) discipline of work;
- (iii) discipline of proper behavior;
- (iv) discipline of education and learning; and
- (v) discipline of interest in finer aspects of life.

306. Duties of prisoners. - At the time of admission, prisoners should be provided with a manual/handbook outlining their duties inside the Prison. The duties broadly include the following:-

- (i) Obey the orders of all Officers of Prison (including clerks, medical and technical staff) and convict Officers;
- (ii) Remain strictly with their groups and within the part of the Prison in which they are confined, unless ordered by proper authority to leave it;
- (iii) Abstain from talking when in a file at unlocking or at latrine and bathing or other parades, or at any time when ordered by an Officer of the Prison to desist; also abstain from abusing, singing, quarrelling, laughing loudly, talking loudly and indecent behaviour at any time;
- (iv) Not hold any communication with outsiders, women, civil or under trial prisoners or prisoners of a class different from their own, or with the guards, beyond what is absolutely necessary;
- (v) Not receive or possess ganja or other drugs, money or jewellery, or any article of food or clothing prohibited by the rules, books, papers, writing materials of any description, rope, knife, or other implement (except during working hours and when the implement is required for work). When they find any of these articles in the prison or know of any other prisoner having possession of any such articles, they shall report the matter to the Jailer or Warder;
- (vi) Report any plot or conspiracy, and any attempt to escape, or any planned attack upon any prisoner or Officer of the Prison.;
- (vii) Help the Officers of Prison in the event of any attack upon them;
- (viii) Keep their clothes, blankets, beddings, and utensils clean and in proper order;
- (ix) Keep their persons clean;
- (x) Perform their assigned tasks willingly and carefully and take proper care of any property of Government entrusted to them for any purpose;
- (xi) Be orderly in their behavior march when moving about the Prison when addressing or being addressed by an Officer of the Prison or visitor stand at attention with their hands down; and salute when ordered;
- (xii) Not to remove provisions from the kitchen or food servicing platforms without authority, or conceal any article of food in the wards or cells;
- (xiii) Not to remove any unconsumed food from the place where the meal is taken;
- (xiv) Stick to the bed, ward, yard, and the seat assigned to them while at meals or at work;
- (xv) Not to loiter in the yards/wards, after the doors have been opened, or bathe beyond the specified hours;
- (xvi) Not commit any nuisance or urinate in any part of the Prison which has not been assigned for that purpose, or spoil any part of the Prison or any article in the prison in any way;
- (xvii) Show respect to all Officers. Not to strike, assault or threaten any Officer or prisoner;
- (xviii) Not to gamble or barter or play any game (unless specially permitted by the Superintendent) within the prison; nor keep animals, birds or other pets;
- (xix) Wear the clothing given to them and not to exchange clothing or any part of their Prison kit, with any other prisoner;
- (xx) Not to undertake any agitation, organized protest or hunger strike;

307. Acts declared to be Prison offence under section 45 of the Act.- The following acts are forbidden, and every prisoner who willfully commits any of the following acts shall be deemed to have willfully disobeyed the regulations of the Prison, and to have committed a Prison offence within the meaning of section 45 of the Prisons Act, 1894 (Central Act IX of 1894), namely:-

- (1) Talking when at file or at unlocking or at latrine, bathing or other parades or during working hours or at any time when ordered by a Prison official to desist, and singing, loud laughing and loud talking at any time;
- (2) Quarrelling with other prisoners, Prison officials, visitors and others;
- (3) Secreting any article whatever;
- (4) Showing disrespect to any prison Officer or visitor;
- (5) Making false, malicious, groundless, written or oral complaints against others including Prison officials;
- (6) Answering untruthfully any question put by a Prison official or a visitor;
- (7) Holding any unauthorized communication in writing, or by word of mouth or otherwise with an outsider, under-trial prisoner, prisoner of opposite sex, prisoner of different classes, detenues, civil prisoner, approver and other prisoners against the rules and regulations of the Prison;
- (8) Planning, instigating, betting directly or indirectly, in commission of any prison offence;
- (9) Failing to assist in the maintenance of discipline or to give assistance to a Prison official when called upon to do so;
- (10) Doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow-prisoner;
- (11) Doing any act calculated to create any unnecessary alarm in the minds of the prisoners or Officers of the Prison;
- (12) Leaving, without permission of the Prison official the gang to which he is attached or part of the Prison in which he is confined;
- (13) Leaving, without permission of a Prison official; the ward, the yard, the place in file, the seat or berth assigned to him;
- (14) Loitering about the yards or lingering in the wards when these are open;
- (15) Omitting or refusing to march in file when moving about the Prison;
- (16) Refusing to eat food or the food prescribed by the Prison diet-scale or going on hunger strike;
- (17) Eating or appropriating any food not assigned to him, or taking from or adding, to the portions assigned to other prisoners;
- (18) Removing without permission of a Prison official, food from the cook-room or godowns or from the place where meals are served, or dis-obeying any order as to the issue and distribution of food and drink;
- (19) Willfully or negligently destroying or spoiling food or throwing it away without orders;
- (20) Introducing into food or drink anything likely to render it unpalatable or unwholesome or dangerous for human consumption;
- (21) Omitting or refusing to wear the clothing given to him, or exchanging any portion of it for the clothing of other prisoners or losing, discarding damaging or altering any part of it;
- (22) Removing, defacing or altering any distinctive number, mark or badge attached to, or worn on, the clothing or person;
- (23) Omitting or refusing to keep the person clean or disobeying any order regulating the cutting of hair or nails;
- (24) Omitting or refusing to keep clean his clothing, blankets, bedding, utensils or disobeying any order as to the arrangement or disposition of such articles;
- (25) Endangering the security and custody of a Prison in any way through willful or negligent act, tampering in any way with Prison walls, building, bars, locks and keys lamps and lights or with any other security and custody measures;
- (26) Stealing, damaging, destroying, disfiguring, mis-appropriating any Government property or prisoners' articles and property;
- (27) Committing a nuisance or mischief of any sort;
- (28) Spitting on or otherwise soiling or befouling in any part or place of the Prison or any article;

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- (29) Willfully befouling the wells, latrines, washing or bathing places;
 - (30) Damaging the trees and vegetables in the garden of the Prison or mal-treating the Prison cattle;
 - (31) Omitting or refusing to take due care of or injuring, destroying or mis-appropriating, the Prison property, materials and implements entrusted to him;
 - (32) Omitting to report at once any loss, breakage or injury which he any accidentally have caused to Prison property or implements;
 - (33) Manufacturing any article without the knowledge or permission of Prison officials;
 - (34) Performing any portion of the task allotted to another prisoner or obtaining unauthorized assistance of another prisoner in the performance of his own task.
 - (35) Appropriating any portion of the task performed by another prisoner;
 - (36) Mixing or adding any foreign substance to the materials issued for work;
 - (37) Doing or omitting to do any act with intent to cause to himself any illness, injury, or disability;
 - (38) Causing or failing to assist or preventing other person from assisting Prison officials in suppressing violence assault, riot, mutiny, attack, personal violence or any other emergencies including insubordination of any kind;
 - (39) Taking part in any attack upon any prisoner or Prison official or others;
 - (40) Omitting or refusing to help any Officer of the Prison in case of an attempted escape or of an attack upon such Officer or upon another prisoner;
 - (41) Refusing or omitting or conniving or disobeying to abide by standards of behavior, rules, regulations, lawful instructions and orders or omitting or refusing to perform duties in the manner prescribed;
 - (42) Omitting to report any prison offence;
 - (43) An offence against law and order and discipline;
 - (44) Attacking or assaulting or causing gross personal violence;
 - (45) Abetting or participating in riot or mutiny;
 - (46) Escaping or attempting to escape from Prison or legal custody or failure to report to Prison officials about attempt to escape;
 - (47) Possessing, hiding, smuggling or attempting to smuggle, obtaining, giving or receiving or bartering contraband articles, failing to report to Prison officials about contraband articles;
 - (48) Tampering with or defacing identity cards, records or documents;
 - (49) Cooking unauthorizedly;
 - (50) Violating the procedure prescribed for running the canteen;
 - (51) Bartering canteen articles;
 - (52) Being idle, careless or negligent at work, refusing to work, malingering, disturbing other prisoner at work or in barracks or in cells or in any other place;
 - (53) Willfully disabling himself from labour;
 - (54) Converting or attempting to convert a prisoner to a different religious faith;
 - (55) Agitating or acting on the basis of caste or religious prejudices;
 - (56) Willfully hurting religious feelings, beliefs and faith of others;
 - (57) Sending messages surreptitiously by writing or speech;
 - (58) Participating or organizing unauthorized activities like gambling and the like;
 - (59) Using indecent, abusive, insolent, threatening or proper language; being disrespectful, making indecent or vulgar acts or gestures;

(60) Breaches of the conditions of emergency and other leave.

Explanation: If the Superintendent is satisfied that the overstayal was for reasons beyond the prisoners' control, such as break down in the transport system and the like, a report shall be submitted to the Director-General for getting orders of Government treating the period of overstayal as leave period.

308. Prohibited articles. - The following shall be deemed to be prohibited articles within the meaning of section 42 and clause (12) of section 45 of the Prisons Act, 1894 (Central Act IX of 1894) namely:-

- (a) Poisons;
- (b) Alcohol and sprits in any form and of every description and also unauthorized (or) implements tobacco in any form, cell phone, Sim Card, in any form;
- (c) Bhang, ganja, opium and other hemp drugs and intoxicants;
- (d) Betal nuts and leaves;
- (e) Unauthorized food, fruits, sweets, condiments and the like;
- (f) Unauthorized clothing;
- (g) Raw rations received by the prisoners from outside the Prison for cooking their food in the prison;
- (h) Gold, silver, copper or any metal in any form;
- (i) Money;
- (j) Jewellery;
- (k) Fire arms and explosive materials;
- (l) Weapons, knives and cutting implements of all kinds;
- (m) Tools for working wood, metal or leather;
- (n) Matches and material for producing fire;
- (o) Unauthorized writing materials;
- (p) Postage stamps and unauthorized letters;
- (q) Books other than those approved by Prison authorities;
- (r) Playing cards or other gambling materials;
- (s) Bamboos, ladders, clubs, sticks, ropes, string and any materials which can be used to assist in the escape of a prisoner or as implements for causing hurt;
- (t) Cell phone, Sim Card, Mobile Battery Chargers or any other accessories which are used for communication purpose;
- (u) Any other article whatsoever not specially permitted by the Prison rules and articles received, possessed or transferred otherwise than by due authority;

Explanation: - The articles permitted to be possessed by the prisoners are contained in rule 201.

309. Other amenities relating to prisoners. - A copy of the rules relating to prisoners shall be placed in each cell and one copy of the Do's and Don'ts for prisoners shall be given to them. An abstract of the rules shall also be displayed inside the Prison gate and on the walls of important Prison buildings.

310. Disposal of prohibited articles. - All prohibited articles found or seized from prisoners shall be destroyed or confiscated to Government or disposed of as per Superintendent's orders.

311. Reference to Magistrate in certain cases. - When in the opinion of the Superintendent any of the following offences are established, against any prisoner, he shall refer the case to the Magistrate exercising jurisdiction for enquiry in accordance with the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), namely:-

- (1) Offences punishable under sections 191(2),(3) and 195 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023),
- (2) Offences punishable under sections 260, 261 and 262 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023),

(3) Offences punishable under sections 106, 117(2) and 118(2) of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023)

(4) Any offence triable exclusively by the Court of Sessions.

312. Powers of Superintendent in other cases. - It shall be in the discretion of the Superintendent to determine, with respect to any other act which constitutes both a Prison offence and an offence under the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) whether he will use his own powers of punishment or move the Magistrate possessing jurisdiction to enquire into it in accordance with the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023).

313. Classification of punishments. - The punishments enumerated in section 46 of the Prisons Act, 1894 (Central Act XI of 1894) which shall be classified into minor and major punishments as follows: -

(a) Minor Punishments. - The following punishments shall be considered as minor punishments, namely: -

- (1) Formal warning;
- (2) Change of labour for a stated period to a some more irksome or severe form;
- (3) Forfeiture of remission earned, not exceeding four days;
- (4) Forfeiture of class, grade, or Prison privileges for a period of not exceeding three months;
- (5) Temporary reduction from a higher to a lower class or grade;
- (6) Cellular confinement for not more than seven days;
- (7) Separate confinement for not more than fourteen days;
- (8) Hand cuffing for not exceeding 12 hours at a time

(b) Major Punishments. - The following punishments shall be considered major punishments: -

- (1) Hard labour in the case of prisoners not sentenced to rigorous imprisonment;
- (2) Forfeiture of remission earned, exceeding four days but not exceeding twenty days;
- (3) Forfeiture of remission earned in excess of twenty days;
- (4) Forfeiture of class, grade or Prison privileges for a period exceeding three months;
- (5) Exclusion from the remission system for a period not exceeding five months;
- (6) Exclusion from the remission system for a period exceeding five months;
- (7) Permanent reduction from a higher to a lower class or grade;
- (8) Cellular confinement for a period exceeding seven days;
- (9) Separate confinement for a period exceeding fourteen days; and

(10) Any combination of minor punishments admissible under section 47 of the Prisons Act, 1894 (Central Act IX of 1894)

Explanation. - The major punishment (3) and (6) and any combination of the major punishments (3), (4), and (6) shall not be awarded by the Superintendent of a Prison without the previous sanction of the Director General of Prisons and Correctional Services. The Superintendents shall obtain previous confirmation of the Director General of Prisons and Correctional Services before awarding separate confinement for a period exceeding one month.

314. Awarding of punishments. - (1) The Superintendent shall examine any person touching any prison offence and determine there upon whether to award a minor or major punishment and his determination shall be noted down while awarding punishment.

(2) No prisoner shall be punished unless he has been informed of the offence alleged against him and given a proper opportunity of presenting his version of the case. The competent authority shall conduct an inquiry into the case. No prisoner shall be punished except in accordance with the terms of rules.

(3) No prisoner shall be punished twice for the same offence provided that any security measure such as separate confinement, hand cuffing, cellular confinement and the like taken for the safe custody of a refractory and dangerous prisoner or for preventing him from committing mischief or the stoppage of privileges which are otherwise admissible to well behaved prisoners only, shall not be construed as Prison punishment for this purpose.

315. Enquiry before punishment. - (1) Prisoners are liable to be punished for Prison offences as per rules irrespective of the class in which they are placed

(2) No prisoner shall be punished for any statement or complaint made to a visitor.

(3) Whenever prisoners are produced before the Superintendent for punishment, the Superintendent shall conduct a thorough enquiry in a fair manner. It shall not become a mechanical process for the mere awarding of punishments. Enquiry shall be conducted as promptly as possible. During enquiry, the accused shall be present. Witnesses shall be brought in one at a time.

(4) Every precaution shall be taken to ensure that the enquiry is conducted in an orderly manner. Prisoners shall be thoroughly searched before being brought before the enquiry Officer. Violent prisoners may be properly secured during enquiry.

(5) In case of serious violation of Prison discipline, the Superintendent may order the recording of statements of the persons concerned. When the Superintendent thinks that recording of statement is not necessary, he shall briefly record the salient facts of the case in the appropriate column in the punishment book in Form No.15. If a prisoner has committed any infringement of the Prison rules through ignorance or excusable carelessness, the Superintendent, shall admonish him without recording in the said forms.

(6) The Officer, who conducts the preliminary investigation, shall present his report and witnesses, if any. The report shall be presented in language that is commonly understood in the locality or by the accused. Where necessary and available, an interpreter may be provided. The accused and his witnesses, if any, shall be heard.

(7) After the Superintendent is satisfied that all relevant facts of the case have come to light, he shall record his decision in the register. After enquiry, the punishment shall be promptly implemented as per rules.

(8) The punishment awarded to prisoners shall be noted down in the punishment book in Form No.15. The Jailer shall certify that the punishments have been carried out. The punishment book shall be placed before the Superintendent for his perusal as soon as the punishment has been carried out.

316. Medical opinion for certain punishments. - (1) The punishment of cellular confinement, separate confinement, or change of labour shall not be implemented unless the Chief Medical Officer has examined the prisoner and certified in writing in the punishment book that he is fit, to sustain it the same rule shall apply to any other punishment that may be prejudicial to the physical or mental health of a prisoner.

(2) The Chief Medical Officer or his medical subordinate shall daily visit prisoners undergoing any such punishments and shall advise the Superintendent if he considers the termination or alteration of the punishment necessary on the ground of physical or mental health.

317. Punishment yard. - (1) As far as possible, the Prison shall have completely segregated areas having cellular accommodation where punishments like solitary, confinement, separate confinement and segregation can be effectively implemented. These areas shall have adequate facilities for baths, exercise yards and the like.

(2) No inmates excepting those employed for sweeping, conservancy work and barbering shall be allowed to enter the punishment yard, and Inmate workers allowed to enter the yard and shall be under the constant supervision of him the guarding personal. They shall be thoroughly searched before entering and leaving the punishment yard. They shall not be allowed to communicate with prisoners kept in the punishment yard. As soon as their work is over, they shall be withdrawn from the yard.

318. Security. - (1) Security and discipline shall be strictly maintained in areas where prisoners undergoing punishment have been kept. The movement and activities of prisoners shall be strictly controlled.

(2) Every prisoner undergoing punishment and the cell where he is kept shall be searched at least once a day. The Officer in charge of the punishment yard shall conduct surprise searches under his personal supervision at least twice a week.

(3) Special care shall be taken to see that prisoners undergoing punishment do not have any article with which they can harm themselves or others.

319. Description of handcuff. - Handcuffs imposed by way of punishment for prison offences shall be iron-bar handcuffs, weighing with lock not more than 907 grams each, or swivel with spring catch handcuffs weighing not more than 567 grams each, or chain handcuffs weighing not more than 454 grams each.

320. Imposition of handcuffs. - (1) Handcuffs may be imposed –

(a) On the wrist in front by day or night for a period of not more than twelve hours at a time, with intervals of not less than twelve hours between each period, and for not more than four consecutive days or nights;

(b) on the wrists behind by day only for a period of not more than six hours in any day of twenty-four hours, and for not more than four consecutive days.

(2) A prisoner while undergoing punishment in handcuffs shall be under complete shelter from the sun.

321. Imposition of cellular or separate confinement. - (1) Over the door of each cell in which a prisoner is undergoing cellular or separate confinement shall be placed a ticket in Form No.51 signed by the Jailer.

(2) Every prisoner before being placed in cellular or separate confinement shall be thoroughly searched and any articles considered dangerous or inexpedient for him to retain shall be removed. Both the cell and person of the prisoner shall be carefully searched daily during his continuance in cellular or separate confinement.

(3) Prisoners in cellular or separate confinement shall be provided with suitable work and a regulated task shall be exacted from them.

(4) They shall be permitted to take such exercise in the open air as the Chief Medical Officer shall consider being necessary for their health.

(5) The bedding of prisoners in cellular or separate confinement shall be taken out of the cells during the day and exposed to the sun and air for as long as the weather permits.

(6) The occupant of each cell shall be required to keep it scrupulously clean.

322. Punishment to female prisoners. - (1) Violent female prisoners who are likely to harm themselves or others, shall be handcuffed.

(2) Female prisoners shall not be awarded cellular confinement as punishment for Prison offences.

CHAPTER - XIX

THE REMISSION SYSTEM

323. Definitions. - In these rules, -

(a) “**prisoner**” includes a person committed to Prison in default of furnishing security to keep the peace or to be of good behaviour and a person convicted by a military Court.

(b) “**sentence**” means a sentence as finally fixed on appeal, revision or otherwise and includes an aggregate of more sentences than one and an order of committal to Prison in default of furnishing security to keep the peace or be of good behavior.

(c) **Kinds of remission by Prison authorities.** - Remission by Prison authorities shall be of the following types: -

(i) Ordinary remission.

(ii) Special remission.

324. Scale of ordinary remission. - (1) Ordinary remission shall be awarded on the following scales: -

(a) Two days per month for thoroughly good conduct and scrupulous attention to all Prison regulations.

(b) Two days per month for industry and the due performance of the daily task imposed.

(c) Prisoners sentenced by Court martial shall be granted ordinary remission of the period they pass in transit, or in military custody, before their admission in Prison on the same scale as laid down in these rules.

(2) A prisoner who is unable to labour through causes beyond his control by reason of being at Court, in transit from one prison to another, in any hospital including mental hospital or on invalid gang shall be granted remission under clause (a) of sub-rule (1) on the scale earned by him during the previous month if his conduct prior to and during the period in question has been such as to deserve such grant. He shall also be entitled to the grant of remission under clause (b) of sub-rule (1) on the scale earned by him during the previous month if he has been in Prison during that term: if not at the rate of two days per month:

Provided that if his absence from work is due to his own misconduct in Prison, no remission under clause (b) of sub-rule (1) shall be awarded for the period of absence:

Provided further that if he is in any hospital including mental hospital or on invalid gang no remission under clause (b) of sub-rule (1) shall be granted unless the Chief Medical Officer certifies that the prisoners' absence from labour is due to causes beyond his control and is in no way caused by any action of the prisoner himself taken with a view to escape work or to get into or to remain in any hospital including mental hospital.

325. Non-eligibility. - No ordinary remission shall be granted in the following cases, namely: -

(1) In respect of any sentence of rigorous imprisonment, amounting exclusive of any sentence passed in default of payment of fine, to less than three months, or ninety days in the aggregate.

(2) In respect of any sentence of simple imprisonment amounting, exclusive of any sentence passed in default of payment of fine, to less than three months, or ninety days in the aggregate.

Explanation:- Prisoners sentenced to simple imprisonment for three months or ninety days and over in the aggregate can earn remission, provided they labor voluntarily for any continuous period of not less than one month. Remission under this rule shall be calculated from the first day of the next calendar month following the allotment of labour to the prisoner sentenced to simple imprisonment.

(3) If a prisoner's sentence or total of sentence is reduced on appeal to less than three months, he shall cease to be eligible for ordinary remission and any remission that may have been earned prior to the reduction shall be forfeited.

326. Forfeiture of remission.- (1) If a prisoner is convicted of an offence committed after admission to Prison under sections 191(2), 191(3), 195, 262, 103, 105, 106, 108, 109, 110, 115(2), 118(1), 117(2), 118(2), 121(1), 121(2), 131, 132 of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023), or as the case may be, of an assault committed after admission to Prison on a Warder or other Officer or having been removed to a hospital or mental health establishment under rule 636, breaks his bond given in Form No.59, the remission of whatever kind earned by him under these rules up to the date of the said conviction or his temporary removal may, with the permission of Director General of Prisons and Correctional Services be cancelled.

(2) If a prisoner is temporarily removed to a hospital or mental health establishment under rule 636 and breaks his bond, he shall earn no remission under these rules on his re-admission to Prison after recapture, for such period as the Director General of Prisons and Correctional Services may order.

327. Re-admission of excluded prisoner. - The Superintendent may, with the previous sanction of the Director General of Prisons and Correctional Services re-admit to the remission system any prisoner who has been removed there from under the rules framed under clause (3) of section 59 of the Act such a prisoner shall earn remission under these rules from the commencement of the month following such re-admission.

328. Scale applicable to convict Officers. - (1) In lieu of the remission allowed under rule 324, convict warders shall receive eight days ordinary remission per month, convict overseers six days per month and convict night watchmen five days per month. Convict nursing orderlies, who perform their duties satisfactorily, shall be awarded extra-remission at the same rate and scale as are prescribed for convict night watchmen.

(2) Remission under these rules shall be calculated from the first day of the next calendar month following the appointment of the prisoner as convict warder, convict overseer, or convict night watchman.

329. Additional remission to prisoners employed on Prison services. - Prisoners employed on Prison services such as cooks and sweepers, who work on Sundays and holidays, may be awarded three days ordinary remission per quarter in addition to any other remission earned under these rules.

Explanation (1):- One day's extra remission may be given to every prisoner at the end of the calendar month next following the prisoner's employment on Prison service Prison servants who earn five days remission shall be granted three days for the month of release and not two and half days in case their release falls after 15th of month. No remission shall be granted under this rule for the month in which he was either employed as a Prison servant or removed from such appointment.

Explanation (2):- The prisoners in the Open Air Prisons shall be granted extra-remission at the rate of one day per one working day in addition to two days remission in good conduct without any restriction enforced in rule 338.

330. Award of remission for good conduct. - Any prisoner eligible for remission under these rules who, for a period of one year reckoned from the first day of the month following the date of the sentence or the date on which he was last punished for a prison offence, has committed no prison offence, whatever shall be awarded fifteen days ordinary remission in addition to any other remission earned under these rules.

Explanation (1):- Prisoners admitted in any hospital including mental hospital as inpatients shall also be given the privileges provided in this rule.

Explanation (2):- For the purpose of this rule, Prison offences punished only with warning shall not be taken into account.

331. Who may award ordinary remission. - Ordinary remission shall be awarded by the Superintendent or subject to his control and supervision and to the provisions of rule by the Additional Superintendent, Jailer, Deputy Jailer or any other Officer specially empowered in that behalf by him.

332. Procedure on award. - (1) An Officer awarding ordinary remission shall, before making the award, consult the prisoner's History ticket in which every offence proved against the prisoner must be carefully recorded.

(2) If a prisoner has not been punished during the month otherwise than by a formal warning, he shall be awarded the full ordinary remission for that month under rule 324 or if he is a convict Officer under rule 328.

(3) If a prisoner has been punished during the month otherwise than by a formal warning, the case shall be placed before the Superintendent, who after considering the punishment or punishments awarded, shall decide what amount of remission shall be granted under rule 324 or, if the convict is a convict Officer, under rule 328. All remission recorded on the prisoner's History ticket shall be entered monthly on the remission sheet, or if remission sheets are not maintained, in a general remission register.

333. Record of award. - The award of ordinary remission shall be made, as nearly as possible, on the first of the month following and the amount shall be intimated to the prisoner and recorded on his history ticket. Remission granted to a prisoner under rule 330 shall be recorded on his history ticket as soon as possible after it is awarded.

334. Date from which remission calculated.- (1) Subject to the provisions of rule 327, remission under rule 324 shall be calculated from the first day of the calendar month next following the date of the prisoner's sentence provided that in the case of a prisoner who is sentenced on or before the 15th of a month, he shall be granted two days remission in respect of that month.

(2) Any prisoner, who after having been released on bail or because his sentence has been temporarily suspended is afterwards re-admitted into the Prison on or before the 15th of a month, shall be granted two days remission in respect of the month. If he is admitted on or after the 16th of a month, no remission shall be granted to him in respect of that month but he shall be brought under the remission system on the first day of the calendar month next following the date of his re-admission. Any remission earned previous to his release on bail or the suspension of sentence shall be credited to him on re-admission to Prison.

335. Exclusion of last calendar month. - (1) No prisoner shall receive ordinary remission in respect of the calendar month in which he is released unless his release falls after the 16th of the month in which case he shall be granted half the remission to which he is entitled in respect of that month. If by the grant of such remission, the date of his release would fall before the 16th he shall be granted only such remission as will entitle him to release on the 16th.

Illustration. - A prisoner whose date of release falls on the 17th of March shall be granted only one day's remission and shall be released on the 16th of March.

Explanation.- Nursing orderlies, night watchmen and prisoners referred to in rule 329 who earn five days remission and come under the scope of the above sub-rule may be granted 3 days remission for the month of release and not 2 ½ days.

(2) If by the grant of ordinary remission for the whole month previous to the month of release, the date of release would fall within the previous month, the prisoner shall be granted only such remission as would entitle him to release on the following month.

Illustration. - A prisoner whose date of release falls on the 3rd of August shall be granted only two-day's remission for the month of July, instead of four days, and shall be released on the first of August.

336. Qualification for special remission. - Special remission may be given to any prisoner, whether entitled to ordinary remission or not, for special reasons to be recorded in the history ticket, as for example

- (a) assisting in detecting or preventing breaches of Prison discipline or regulations;
- (b) success in teaching handicrafts;
- (c) special excellence in, or greatly increased outturn of work of good quality
- (d) protecting an Officer of the Prison from attack;
- (e) assisting an Officer of the Prison in the case of outbreak, fire similar emergencies;
- (f) acquiring academic qualifications or proficiency tests in any trade recognized by the Government;
- (g) economy in wearing clothes.

337. Who may award special remission. - Special remission may be awarded-

- (a) by the Superintendent for a period not exceeding thirty days in one year;
- (b) by the Director General of Prisons and Correctional Services or the Government for a period not exceeding sixty days in one year.

(c) The Remission Committee for remissions to be granted by the prison authorities. – These shall be a Remission Committee for each institution which shall consists of,-

- (i) Superintendent of the Prison - Chairman
- (ii) Additional Superintendent
- (iii) Jailer or senior most Prison Officer
- (iv) Deputy Jailer/Assistant Jailer in charge of remission section
- (v) Officer in charge of Industries/ Vocational Training.

(d) Functions of Remission Committee.- The functions of this committee shall be,

- (i) to attend to all matters pertaining to remission,
- (ii) to recommend cases of prisoners to Head of Prisons Department for the grant of special remission as per provisions of these rules;

(e) Procedure. - The members of the committee should assist the Superintendent in all matters pertaining to the award of remission. The decision of the Superintendent should be treated as final. The Remission Committee should meet every Tuesday in the first week of every month or as and when required. Tuesday means Tuesday or next working day, if Tuesday is a Jail holiday.

Notes: (i) In view of the importance of remission work, it is essential that the committee meets as per fixed schedule so that remission may be granted in time. Special remission should be granted leaving a margin of at least seven days prior to a prisoner's release.

(ii) Entries regarding remission should be made, under proper attestation of the Superintendent, in the Remission Register and the History Ticket of the prisoner concerned as soon as it is granted.

(iii) Grant of remission to prisoners sentenced by Court martial should be on the same principles as those applicable to other prisoners.

Explanation.- (1) For the purposes of this rule, years shall be reckoned from the date of sentence. For any fraction of a year, special remission at the rate of 2 ½ days per month may be granted by the Superintendent. The Director General of Prisons and Correctional Services or the Government may grant special remission at the rate of 5 days a month in addition to the remission granted by the Superintendent. Periods of less than month shall be ignored for the purpose of grant of special remission.

(2) Life sentence shall be taken as imprisonment for twenty years for the purpose of calculation of remission[as per the logic given in section 60 of Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023)]. In the case of a prisoner serving more than one life sentence, twenty years shall be treated as the total of all his sentences for calculating remission. Grant of remission to a life convict shall not mean actual remission in his sentence. When his case will be examined by the State Level Committee, for pre-mature release, the remission to his credit will be one of the factors on the basis of which the review of his sentence will be considered.

(3) In the case of a prisoner, transferred from one prison to another while undergoing imprisonment, the period spent by him in the first Prison, excluding the period spent as an undertrial prisoner, shall be calculated along with the period spent by him in the second Prison, for remission.

338. Maximum remission awardable.- The total remission earned by a prisoner under all the rules in these rules shall not, without the sanction of the Government, exceed one-fourth part of his sentence. Subject to the sanction of the Government in each instance, prisoners may be allowed earned remission up to one-third of their sentences in special cases.

339. Method of converting the remission into year, months and days.- In calculating the date of release of a prisoner, the number of days of remission earned shall be converted into months, and days, at the rate of thirty days a month, provided that where the remission earned exceeds 365 days, it shall be converted into years at the rate of 365 days, the balance, if any, being converted into months and days at the rate of thirty days a month.

340. Endorsement of remission on warrant. - When a prisoner has earned such remission as entitled him to release, the Superintendent shall release him. The total amount of remission earned by him shall be endorsed on his warrant and the endorsement shall be signed by the Superintendent or the Additional Superintendent as the case may be.

341. Procedure on transfer. - (1) When a prisoner is transferred to another prison, the total amount of remission earned by him up to the end of the previous month shall be endorsed on his warrant and entered on his history ticket, these entries being signed by the Superintendent or the Additional Superintendent, as the case may be.

(2) The receiving prison shall be responsible that the above information is duly obtained. Each Prison at which a prisoner serves a portion of his sentence shall be held responsible for the correct calculation of the remission earned in that Prison.

(3) In the case of a prisoner transferred from a sub-jail to a Prison while undergoing imprisonment, the period spent by him in the sub-jail excluding the period spent as an under-trial prisoner shall also count for calculating remission, if he is otherwise eligible under these rules.

342. Preservation of remission sheets or cards:- Remission sheets shall be retained in the Office of a Prison for a period of one year after the unconditional release of the prisoner to whom they relate. or his death, when a prisoner is transferred to another prison, his remission sheet where such sheets are maintained or where they are not maintained, a statement certified by the Superintendent, of the total remission earned up to the date of transfer, shall be sent with prisoner.

343. Report on over-detention and premature release: The Superintendent shall bring to the notice of the Director General of Prisons and Correctional Services the cases of violation of these rules resulting in over-detention or premature release of a prisoner for further action as he deems fit.

344. Premature release of prisoners. -(1) The primary objective underlying premature release is reformation of offenders and their rehabilitation and integration into the society, while at the same time ensuring the protection of society from criminal activities. These two aspects are closely interlinked. Incidental to the same is the conduct, behaviour and performance of prisoners while in prison. These have a bearing on their rehabilitative potential and the possibility of their being released by virtue of remission earned by them, or by an order granting them premature release. The most important consideration for pre-mature release of prisoners is that they have become harmless and useful member of a civilised society.

(2) Premature release of prisoners can be of following two types: -

(i) By way of commutation of sentence of life convict and other convict under section 474 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) by the State Government.

(ii) By way of remitting term sentence of a prisoner under Section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) by the State Government.

345. Composition of the State Level Committee (SLC).- There shall be a State Level Committee (SLC) to recommend premature release of life convicts in appropriate cases. This shall be a permanent body having the following members:

- | | | | |
|------|---|---|------------------|
| i. | Principal Secretary to Government,
Home Department | – | Chairman |
| ii. | Secretary to Government,
Law Department | – | Member |
| iii. | Director General of Prisons and
Correctional Services | – | Member Secretary |
| iv. | A Senior Police Officer nominated by the
Director General of Police and
Head of Police Force not below
the rank of Inspector General of Police | – | Member |
| v. | Chief Probation Superintendent | – | Member |

346. Quorum. - The cases put forward to the SLC shall be considered if any one member of the Committee is not able to attend the meeting or when there is a vacancy on the Committee. The quorum shall comprise of four members including Chairman and the State Level Committee shall not take any decisions when the quorum is not complete.

347. Periodicity of the State Level Committee meetings. - The State Level Committee shall meet at least once in three months at the State Headquarter on a date to be notified to its members at least 10 days in advance by the Member Secretary. The notice of such a meeting shall be accompanied by complete agenda papers. However, the Chairman of the State Level Committee can convene a meeting of the Committee more frequently, even at short notices, if necessary.

348. Eligibility for premature release.-(1) The following categories of life convict prisoners shall be eligible to be considered for premature release by the State Level Committee :-

(i) Women prisoners sentenced to life imprisonment: on completion of eight years of imprisonment, including remission, except those covered under Section 475 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), whose cases will be considered only after completing 14 years of actual imprisonment.

(ii) Life convicts (men and young offenders) on completion of 10 years of imprisonment, including remission, except those covered under Section 475 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), whose cases will be considered after completing 14 years of actual imprisonment.

(iii) prisoners convicted of offences such as rape, dacoity, terrorist crimes, kidnapping, kidnapping for ransom, crime against women, crime against children, smuggling (including those convicted under NDPS Act), Prevention of Corruption Act, Immoral Traffic Prevention Act, offences against State, and undergoing life imprisonment, after completion of 14 years of sentence inclusive of remission.

(2) prisoners convicted of offences such as rape, dacoity, terrorist crimes, kidnapping, kidnapping for ransom, crime against women, crime against children, smuggling (including those convicted under NDPS Act), Prevention of Corruption Act, Immoral Traffic (Prevention) Act, Offences against State, and undergoing imprisonment of more than 14 years shall be eligible to be considered for premature release by the State Level Committee, after completion of 14 years of sentence excluding of remission.

(3) The cases of prisoners coming under section 477 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) may be considered only after consultation with the Union Government.

349. Procedure. - For every life convict eligible for consideration by the State Level Committee under these rules,-

(i) Every Superintendent in charge of a Prison shall initiate the case of a prisoner at least three months in advance of his/her becoming eligible for consideration for premature release as per the guidelines laid down by the State Government in the Standard Operating Procedure to be notified by Government separately.

(ii) The Superintendent of Prison shall prepare a comprehensive note for each prisoner, giving his family and societal background as per the record of the case, the offence for which he was convicted and sentenced, and the circumstances under which the offence was committed. The Superintendent shall also reflect fully on the conduct and behaviour of the prisoner in the prison during the period of his incarceration, and during his/her release on probation/leave, change in his/her behavioural pattern, and Prison offences, if any, committed by him/her and punishment awarded to him for such offences. A report shall also be made about his physical and mental health or any serious ailment with which the prisoner is suffering, entitling him for premature release as a special case. The note shall also contain recommendation of the Superintendent, i.e., whether he favours the premature release of the prisoner or not. In either case such recommendation shall be supported by adequate reasons.

(iii) As per section 473(2) of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), the report of the Presiding Judge shall be obtained by the Government and placed before the State Level Committee.

350. The meeting shall be chaired by the Chairman. The Member Secretary shall present the case of each prisoner under consideration before the State Level Committee. The State Level Committee shall consider each case and give its views. As far as practicable, the State Level Committee shall make unanimous recommendations. However, in case of dissent, the majority view shall prevail and will be deemed to be the decision of the State Level Committee. If equal number of members are of opposing views, the decision of the Chairman will be final.

351. While considering the case of premature release of a particular prisoner the State Level Committee shall keep in view the guidelines issued by the State Government in this regard. The paramount consideration before the State Level Committee being the welfare of the prisoner and the society at large. The State Level Committee shall take into account the circumstances in which the offence was committed by the prisoner and whether he/she has the propensity to commit similar or other offences again

352. Rejection of the case of a prisoner for premature release on one or more occasions by the State Level Committee will not be a bar for its reconsideration. However, the reconsideration of the case of a convict, rejected once, shall be done only after a gap period of six months, or as specified by the State Level Committee, but not more than two years from the date of its last consideration. A fresh report from the Superintendent will be necessary for such reconsideration. It is prescribed that rejection of the case of a prisoner of premature release should be based on sound reasons conforming to the guidelines issued by the State Government in this regard. The prisoner so affected shall be intimated about the rejection of the case by the State Level Committee, in writing by the Superintendent of Prison.

353. (1) The recommendation of the State Level Committee shall be placed before the Government without any delay for consideration. The Government may either accept the recommendations of the State Level Committee or reject the same on the grounds to be stated or may ask the State Level Committee to reconsider a particular case. The decision of the Government shall be communicated to the concerned prisoner and in case the Government have ordered for his premature release, the prisoner shall be released forthwith, with or without conditions, as prescribed in the guidelines issued by the State Government in this regard.

(2) Where order is received from the Government for premature release of a prisoner on his executing a bond in addition to a bond from a surety, the Superintendent shall release the prisoner prematurely only after obtaining the bond in Form No.130 from the prisoner and a bond in Form No. 131 from the surety.

354. Monitoring of cases.- A computerized record of all the prisoners serving sentence in the prisons, for a follow up of their cases, is extremely desirable in every prison as well as at the Prisons Headquarters and at the Home Department of the Government. The monitoring system should be based on the following guidelines:

(i) There should be a single file system for the case of every prisoner. Such files shall be maintained at the Prison institution.

(ii) This file will have a complete record of information regarding the Consideration of a prisoner's premature release on any grounds on previous occasions and the date of reconsideration of the case.

(iii) Full record of information regarding the stage of each prisoner's premature release shall be kept in a register prescribed for the purpose as well in computers.

(iv) Monitoring of all cases shall be done every month at the Prison level and every three months at Prisons Headquarter level.

355. Record relating to review of sentences and premature release. - Immediately on admission of a life convict, eligible for being considered for premature release, the Superintendent of the institution should get a copy of the judgement in his/her case from the Court and open a file. This file should contain:

(i) Copies of the judgements of the original Court and the appellate Court.

(ii) A data sheet containing information, viz. name of the convict, his/her number, age at the time of the sentence, previous occupation, offences, sentences, date of sentence, sentencing Court, sentence undergone, unexpired sentence and remission earned.

(iii) Report of the Superintendent giving particulars about the educational progress, performance at work and vocational training, interest in recreational and cultural activities, discipline, group adjustability, conduct, attitude towards society and family members, conduct during release on leave, need for an after-care programme, and the manner in which the convict proposes to resettle after his/her premature release.

(iv) Medical report about the physical and mental condition of the offender, serious illness, if any, suffered by him, and his fitness for premature release.

(v) Rejection of his pre mature release case by the State Level Committee on previous occasions, if any.

(vi) Order of the Government.

(vii) Bond furnished by the prisoner.

(viii) Conditions of release duly signed by the prisoner.

356. Premature release of convicts other than life convicts. - (i) Under Section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), the State Government may remit the sentence of any convict other than the life convict on case to case basis on the request of the convict. The procedure prescribed under Section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall be adhered to while remitting such sentence.

(ii) Under Section 474 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), the State Government may commute the sentence of any convict as prescribed subject to the provisions of the Section 475 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) on case to case basis on the request of the convict or without the consent of the person.

Provided that the prisoners convicted for the offences specified in item (iii) of sub-rule (1) and sub-rule (2) of rule 348 shall not be eligible for remission of sentence or commutation of sentence under this rule.

357. Premature release of Convicts convicted in this State and confined in other State Prison.-

(1)The case of premature release of convict prisoners convicted in this State and undergoing sentence in other State Prisons shall be prepared and forwarded by the Superintendent of the Prison where the convict is confined at the relevant time through the Head of the Prison Department of that State.

(2). The cases of convicts falling under the provisions of Section 477 Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall be processed by the State Government concerned after consultation with the Central Government.

CHAPTER - XX

GRADING OF CONVICTS

358. General Principles. - The following rules relating to the grading of convicts and to their employment as convict Officers of prisons apply to all male and female convicts coming under the remission system. Convict Officers are employed for the convenience of the prison administration and for the encouragement of good conduct and industry in Prisons. But such employment can never be claimed by any prisoner as a right and is also always conditional on the prisoner being physically and mentally fit and suit to perform the duties required of him. If any convict Officer becomes permanently incapable of performing those duties, he shall be reverted:

Provided that prisoners placed in 'A' Class shall not be employed as convict Officers.

359. Method of appointment of Convict Officers.— The Classification Committee in each prison shall select prisoners to work as convict Officers on the basis of their previous crime record, special background, institutional behaviour, efforts for self-improvement and desire for rendering service to prisoners, if they are otherwise eligible. Care shall be taken to ensure that demoralized or undesirable prisoners are not selected.

Explanation: - Chapter XV deals with the constitution and function of Classification Committee.

360. Employment of convict Officers. - (1) The maximum number of convict Officers in a prison, shall in no case exceed ten per cent of the daily average population thereof.

(2) No convict Officer shall have independent charge of any file, gang or other body of prisoners, nor shall he have independent power to issue orders to prisoners, but there shall always be a paid Officer in superior charge under whose control and orders, the convict Officer shall work:

Provided that within the main walls of the Prison, a reliable convict Officer may temporarily be entrusted with charge of a gang employed on fatigue duty, or of a convalescent gang or a small gang of water carriers or compound sweepers.

(3) Convict Officer required for employment in yards or barracks reserved for prisoners sentenced to simple imprisonment shall, as far as possible, be drawn from the ranks of simple imprisonment prisoners.

(4) Under no circumstances, the habitual prisoner shall be employed as Convict Overseer or Convict Warder.

361. Three grades of convict Officers. - There shall be three grades of convict Officers, namely: -

- (1) Convict night Watchmen.
- (2) Convict overseers.
- (3) Convict warders.

362. Appointment, privileges and duties of convict night watchman. - (1) Convict night watchmen shall be selected from among convicts who are sentenced to imprisonment for a period of above two years or to imprisonment for life. In respect of letter writing and interviews, they shall be in the same position as other convicts. They shall not be exempt from tasked labour prescribed for them.

(2) The duties of a convict night watchmen shall be as follows: -

- (i) Night patrolling inside a sleeping ward;
- (ii) Maintaining of order during watch;
- (iii) Preventing during watch all irregularities, attempts to escape and the like and to bring to the notice of Sentry, Rounds Officer or other Prison Officer, any matter requiring attention for example, that the light in the ward has gone out, that any prisoner is ill or has left his pial or is misbehaving himself in any way;
- (iv) Assisting in all emergencies and unforeseen situations.

363. Appointment and privileges of convict overseers. - Convict overseers shall be selected from among convict night watchmen or convicts who are sentenced to imprisonment for a period of above two years or to imprisonment for life. They shall be in the same position as other convicts in regard to letter writing and interviews. They may be exempted from tasked labour if the Superintendent so directs.

364. Duties of Convict overseers. - *The duties of a convict overseer shall be—*

- (i) to take a watch nightly inside the ward in the manner prescribed for convict night watchmen;
- (ii) to maintain order and discipline in his ward, squad and workshop;
- (iii) to supervise the labour of his squad, see that such prisoner does his allotted task, does not waste or steal materials, spoil his work or injure his tools or machinery and to take care that all tools are properly used for carefully returned into store;
- (iv) to pay attention to the cleanliness of the persons and clothes of the prisoners, and see that they bathe at such hours as may be ordered;
- (v) to report any signs of sickness among prisoners;
- (vi) to escort prisoners about the prison when required;
- (vii) to report the possession of any forbidden article by any prisoner and to prevent all breaches of prison rules;
- (viii) to maintain order and neatness in the workshop;
- (ix) to bring all breaches of discipline, short work and misconduct among the prisoners to the notice of the Jailer; and
- (x) to assist in all emergencies and unforeseen situations.

365. Appointment of convict warders.— Convict night-watchmen and convict overseers shall be eligible for appointment as convict warders subject to the following conditions, namely: -

- (1) That they shall have served for a period of not less than six months as a convict Officer;
- (2) That they shall have completed one-half of their sentences of imprisonment (including remission). In the case of prisoners who are serving imprisonment for life, this shall be taken at seven years;
- (3) That they are of good conduct.

366. Duties of convict warders.— The duties of convict warder shall be-

- (1) to perform such duties in the matter of guarding and the like as may, at any time, be assigned to him;
- (2) to report all infringements of the prison rules and take all lawful measures to prevent them; and
- (3) to render all necessary assistance to the officials in authority over him in the daily routine and in all emergencies and unforeseen situations.

367. Director General of Prisons and Correctional Services to fix number of convict warder in each prison.— The number of convict warders in any prison shall be fixed from time to time by the Director General of Prisons and Correctional Services in accordance with the requirements of the Prison.

368. Privileges of convict warders.— Convict Warders shall be allowed rice diet even if they have been awarded mixed diet by the convicting Courts, and be provided with quarters within the prison entirely separated from those of other convicts. They shall mess, be shaved, and, if possible, bath apart from other convicts. They shall be paraded separately. They shall be exempt from handcuffs as a punishment and shall not be required to be shaved or have their hair cut closer than may be necessary for health and cleanliness. They shall be permitted to write and receive a letter twice in a week and to have an interview with their friends or relatives once in a week. They may, with the permission of the Superintendent, substitute a letter with a reply for an interview or vice-versa.

369. Equipment of convict warders.— Every convict warder shall be provided with a brass number and shall wear it on his shirt above the whistle pocket on the left breast and also with a brown leather waist-belt with buckle, a whistle and chain and a baton. During rainy season, the convict warders on duty shall be supplied with raincoats with hoods. The period of wear shall be five years.

370. Appointment of unqualified convicts as convicts Officers. - If, in any prison, a sufficient number of convict eligible for employment as convict Officers is not available, convicts who are not fully eligible may be so employed and permitted to share the concessions including extra remission, given to qualified prisoners while so employed subject to the following conditions namely; -

(1) Each such case shall be submitted for the sanction of the Director General of Prisons and Correctional Services.

(2) The convict, who most nearly comply with the conditions laid down in the foregoing rules shall be selected.

(3) No convict not on the remission system shall be employed as a convict Officer unless and until he has served one-half of his sentence and unless he is of thoroughly good conduct.

Explanation:- For clothing of convict Officers, the provisions contained in Chapter XXIII shall apply.

CHAPTER - XXI

GUARDING

371. Security and Custody. - (1) Secure custody of inmates is the primary responsibility of the prison. The overall objective of reform and rehabilitation has to be pursued within the framework of custody. Further, prison custody implies certain restrictions on the basic rights of prisoners as human beings under the process of incarceration that prisoners are required to undergo;

(2) The following security measures shall be adopted in accordance with the requirements at each prison, namely: -

- (i) Demarcation of an "out-of bound" area of at least 180 meters around the prison premises;
- (ii) Secure walls, buildings, gates, dormitories barracks, cells, cottages hospital areas and other places; daily inspection of the same and proper maintenance of prison buildings and premises;
- (iii) A system of good lighting inside and around the Prison;
- (iv) A system of thorough searches of all incoming and outgoing prisoners, articles vehicles, etc., daily searches and periodical surprise searches of all prisoners, sections, equipment, etc;
- (v) A central point for the control of movement of prisoners;
- (vi) A thorough system of control of contraband or prohibited articles;
- (vii) A thorough system of counting of prisoners;
- (viii) A system of custody, control, and inspection of Locks, keys handcuffs and other security equipment, maintenance and service of all security equipments;
- (ix) A system of custody control, inspection and counting of tools, equipment and articles;
- (x) A system of accident prevention and emergency measures; plans for operation during special emergencies like escapes, riots, assaults, fires, etc., a suitable system to deal with emergencies monthly practice for emergencies and for mob-dispersal, etc.;
- (xi) A system of fire arms control, quarter guard, magazine, musketry practice, etc.;
- (xii) Adequate guarding and security measures and periodical testing and inspection thereof by executive personnel;
- (xiii) A system of censoring prisoners mail and checking of interviews;
- (xiv) Utilization of local intelligence branch wherever necessary;
- (xv) Installation of closed-circuit television system to monitor and to maintain a close watch for any breach of security inside the Central Prisons, Special Prisons, District Jails, Sub-Jail, Special Sub-Jail and for taking remedial action immediately;
- (xvi) Construction of watch towers at the end of each corner in every prison;
- (xvii) Construction of barbed wire fencing in the walls in every prison to prevent the escape;

(xviii) A system of through search shall be conducted in the blocks and cells of the prisoners with the sniffer dogs for unearthing explosives and narcotic substances among prisoners;

(3) No building or temporary structure or any installation or any electronic towers, etc., other than the prison, will be constructed within 150 meters of the prison wall of a Central Prison, within 100 meters of the prison wall of a District prison and within 50 meters of the prison wall of Sub-Jail to the possible extent.

372. Division of warder establishment into two portions. - The warder establishment of each prison shall be divided into the Reserve Guard and the Warder Guard. The Reserve Guard shall supply all Guards for the Prison, while the Warder Guard shall supervise the internal administration and shall not be concerned with the guarding except as provided in rule 377 such as sentries at gate, tower and the like.

373. Composition of Reserve Guard. - (1) The reserve Guard shall consist of the Assistant Jailer (Arms) and from six to sixteen Warders. As far as possible, the men employed in the Reserve Guard shall be those well trained in arms drill and musketry and also from among ex-Military men, if available. Special attention shall be paid to their drill and target practice. Daily exchange of Warders between the Reserve Guard and the Warder Guard is prohibited, except in the case of men deputed to or from the Reserve Guard to supply a casualty.

(2) In all Central and District Prisons, there will be a Quick Reaction Team consisting of eight to twenty warders, who have undergone commando training, with use of modern weapons and unarmed combat. This Quick Reaction Team shall be under the charge of the Assistant Jailer and will always be ready in the guard room to meet any emergency. The Standard Operating Procedure on the Quick Reaction Team should be available in each prison.

(3) The Quick Reaction Team shall be divided into two groups used on alternate days to handle any emergency in the prison. They shall be kept on alert with facilities for fast movement. The Quick Reaction Team will be used for its specified duties only. As far as possible, the Quick Reaction Team must be selected from young warders.

(4) The Quick Reaction Team shall always be commanded by an Officer during day and night. There will be two Officers in the rank of Assistant Jailer to look after the operations.

(5) During emergencies, personnel in the Quick Reaction Team will carry the required modern weapons like pistols, carbines, S.L.R., pump action guns and authorized quality of rubber bullets, plastic bullets and live ammunition so that these can be used in emergencies.

(6) The Superintendent shall personally satisfy himself that the Quick Reaction Team is properly trained, equipped and alert all the time. When the Quick Reaction Team is detailed, each man under it will carry the authorized ammunition

374. Duties of Reserve Guard. - The guarding of the main gate shall devolve on the Reserve Guard. The Reserve Guard shall furnish sentry at the main gate and such other sentries as the Superintendent may direct; and be present in the guardroom ready to turn out on the alarm being sounded.

375. Reserve Guard not be put on Prison routine. - The Reserve Guard shall not take part in the daily routine of the Prison or assist in the searching of prisoners or in counting them except when allotted for duty over prisoners sentenced to death. As much as possible the Reserve Guard shall be kept aloof from being brought into close contact with the prisoners.

376. Attendance of Reserve Guard during day. - (1) The full strength of the Reserve Guard shall be on duty every day from unlocking to lock-up. Arrangement shall be made by which a proportion of the Guard not exceeding one-third at a time shall be enabled to leave the Guard room in order to take their meals in some convenient place near the main gate but none of them shall leave the immediate Prison precincts.

(2) The Superintendent shall personally satisfy himself that a suitable arrangement has been made, and the orders regulating it shall briefly draw up and hung up in the Guard room. Such an arrangement including any change shall be got approved by the Director General of Prisons and Correctional Services.

377. Formation of Night Standing Guard. - (1) At night a certain proportion of the Reserve Guard shall be allowed to go home, the place of these men being taken by men from the Warder Guard who are liable for night duty. The Night Guard thus composed shall be at least equal in numbers to the full strength of the Reserve Guard and shall be called the Night Standing Guard. The proportion for example, one-half or three-fourth of the Reserve Guard which shall be allowed to go home nightly, shall be determined by the Superintendent.

(2) The Officer in command of the Night Standing Guard shall be termed as Guard Officer.

378. Duties of Night Standing Guard. - The duties of the Night Standing Guard are similar to those of the Reserve Guard by day.

379. Posting of sentries by day. - (1) No sentry shall be posted by day except at the main gate or on the central tower unless with the approval of the Director General of Prisons and Correctional Services. The posting of sentries merely to prevent persons approaching the Prison walls shall be avoided unless there are special reasons for such an arrangement.

(2) The watch towers at the main gate will be guarded by armed sentries and other portions of the prison will be guarded by warders without arms. The warder establishment that will supply sentries and guards to the internal and external posts. All these guards and sentries will perform duties in rotation.

380. Posting of Sentries by night. - The sentries by night shall be the main gate sentry, the sentry at the central tower, and the sentries over the sleeping barracks. These later shall patrol the outside wall of the barracks inside the yard. The posts of sentry over the sleeping barracks shall usually be allotted to Convict Warders.

381. Duties of Sentry. - It is the duty of a Sentry by day or night to challenge all unknown or suspicious persons approaching his beat and to require them to stand and not to approach nearer unless they can satisfactorily account for themselves or, at night give the password. No convict shall be permitted to approach within five meters of any sentry. It is the duty of a sentry to resist all attempts to break into or out of the Prison or of any part of it and to prevent escapes or illicit communication with prisoners. At night, every sentry shall report to the Patrolling Officer anything suspicious or unusual that comes to his knowledge. It shall also be his duty to see that the convict Officer inside each ward is on the alert and moving about, and that he gives the required assurance that all is well each time the sentry passes the ward.

382. Relief and supervisions of sentries. - As a rule, sentries shall be relieved at the end of every two hours. During the days, the Assistant Jailer (Arms) shall conduct the relief and at the same time satisfy himself that the sentries are on the alert and attending to their duties properly. To discharge these functions during the night, two Patrolling Officers shall be appointed from among the Chief Head Warders. Each Patrolling Officer shall record the hour of his visits by means of bio-metric/electronic device. He shall be provided with a torch light. He shall specially see that all convict overseers or watchmen inside the wards are on the alert. If he receives a report of anything suspicious or unusual having occurred, he shall immediately take measures to investigate it.

383. Night watch by convict Officer.- A system of watch by convict overseers and convict night watchmen shall be conducted inside each ward. For this purpose, the night shall be divided into five batches of two hours each commencing at 8 p.m. and each batch shall be allotted in regular rotation to a convict Officer who shall be changed at the same time as the sentry outside is relieved. The convict Officer on duty for the time being shall keep constantly moving up and down the ward. He shall carry out the duties indicted in rule 362 and shall be responsible that no irregularity goes on. If any prisoner leaves his pial or behaves in an irregular or suspicious manner, he shall at once inform the sentry outside, who shall summon the Patrolling Officer. He shall frequently count the prisoners in the ward to assure himself that the number is correct, and whenever the sentry passes the ward, he shall call out an assurance that all is well.

384. Morning and evening muster of guard. - Before the prison is unlocked in the morning the Quick Reaction Team and Warders whose duties for the day have not been fixed shall be mustered under arms outside the main gate, and the Assistant Jailer (Arms) shall at once post the day sentries. The guard shall be drilled and afterwards remain under arms till the gangs are marched out when they can be dismissed to the guardroom. The Quick Reaction Team will again be under arms from the hour fixed for the cessation of work till the prisoners are locked up for the night.

385. Salutes. - (1) Guards and sentries shall necessarily salute to the persons mentioned in column (1) of the Table below in the manner mentioned in column (2) thereof;-

THE TABLE.

Person.	Manner of salute.
(1)	(2)
The Director General, the Inspector General, the Deputy Inspector General, Official and Non-Official visitors, the Superintendent, the Additional Superintendent, Jailer and the Chief Medical Officer.	By presenting arms.
All other Officers of Government coming under groups A and B.	By sloping arms and placing the right hand smartly on the but, fingers extended.

Person.	Manner of salute.
(1)	(2)
The Deputy Jailers, Assistant Jailers, and Chief Head Warders, Social Case Work Expert, Welfare Officer and Ministerial Staff.	By standing to attention with ordered arms.

Explanation.- The Guard Officer shall always bring it to the notice of the Jailer, any failure on the part of the sentry to comply with this rule.

(2) As a rule, the Guard shall not be turned out under arms for saluting purposes after 6.00 p.m.

386. Duties of Warder Guard. - The general guarding will be undertaken by the warder establishment. They will carry on the internal and external guarding of the Prison, the supervision of the prisoners during labour hours as well as the work of guarding and maintaining security of wards, blocks, workshops, tools and plants and other Government properties, posts and tower.

387. Guard or sentry not to take off his clothing or leave his post. - (1) The sentry or guard shall on no account quit his post without being regularly relieved. In case, he finds himself incapacitated due to sudden illness or other cause from performing his duties, he shall send intimation to the Officer in charge who shall make necessary arrangement.

(2) No sentry or guard while on duty shall take off his clothing or accoutrements. This does not apply to occasions when taking his meals or while resting.

(3) Guards and sentries shall be made to understand their duties and responsibilities they shall not hold any communication whatever with any prisoner.

(4) In case any prisoner attempts to escape, the guard or sentry shall at once raise an alarm and shall also prevent damage to Government property.

(5) The Officers and men of the Guard are strictly prohibited from bringing anything of whatever description from outside the Prison to any prisoner and from receiving anything from a prisoner to be conveyed outside the Prison.

388. Maintenance of Duty Roster.- (1) A Duty Roster Register in Form No. 121 shall be maintained in each prison and Borstal School. The Superintendent the Jailer and the Assistant Jailer (Tower) shall be responsible for the proper maintenance of this register. The Register shall contain all the duty posts names of guards on duty with hours of duty the signature of guards for having understood the duty hours. The Register shall be put up to the Superintendent every day for checking and signature.

(2) It is the responsibility of the Assistant Jailer (Tower) and the Jailer to ensure that the Warders stick on to their post according to the Duty Roster and any violation in this regard shall be immediately brought to the notice of the Superintendent. The Superintendent shall also verify during his surprise visits to the different place during the day and night. Care shall be taken that the night duty is allotted in rotation.

389. Ammunition for Guards and sentries. - (1) When the guard is detailed, each man comprising the guard shall carry in his pouch a packet containing 10 rounds of ammunition. Ten loose ammunitions shall be carried by the man, who is actually on sentry duty his pouch being kept open.

(2) When one set of the guard is relieved, all arms and ammunition shall be handed over to the relieving guards. The Assistant Jailer (Quick Reaction Team) in command shall be responsible for the correct handing over of arms & ammunition.

390. Custody of Arms. - The concerned Assistant Jailer (Arms) will be responsible to make sure that arms are never left within the reach of prisoners. All necessary arms, when not in use shall be kept in the guardroom. The approach to the guard room will be from outside the main gate.

391. Custody of articles facilitating escape. - The Jailer and all other Officers shall be responsible that no ladders, planks, bamboos, ropes, or other implements or materials of any kind likely to facilitate escape, are left lying about. Every warder in charge of a workshop shall be responsible that all such articles are properly secured and put away when work ceases.

392. Use of weapons against prisoners. - (1) Any Officer or member of the guarding staff of a Prison may use a sword, bayonet, firearm or any other weapon against any prisoner.

(a) Escaping or attempting to escape provided that resort shall not be had to the use of any such weapon, unless such Officer or member of the guarding staff has reasonable ground to believe that he cannot otherwise prevent the escape.

(b) Engaged in any outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison individually or collectively provided that he may use such weapon only so long as such outbreak or attempt continues.

(c) Using violence to any Officer of the Prison or other person provided that there is reasonable ground to believe that the Officer of the Prison or other person is in danger to life or limb or that other grievous hurt is likely to be caused to him.

(2) Before using any firearms against prisoner, the Officer of the member of the guarding staff shall give a warning to the prisoner in a loud voice that he is about to fire on him.

(3) No Officer of the Prison shall in the presence of his superior Officer subject to his right of self-defense use arms of any sort against a prisoner in the case of an outbreak or attempt to escape except under the orders of such superior Officer.

(4) In all cases requiring the use of force only the minimum force shall be used

393. Transfer of arms and ammunition.- (1) All consignments of arms and ammunition consigned by rail to prisons shall be sent in sealed boxes and escorted by an armed guard of one First Grade Warder and one Second Grade Warder. It shall be the duty of the escort to guard the arms and ammunition against any contingency. Empty cases returned to Ordinance Stores by rail need not be escorted.

(2) When the arms of the Department of Prisons and Correctional Services are to be despatched to stations outside the State for repairs they shall be entrusted to the Police Department. A police party shall escort these arms along with the arms of the Police Department if any. When there are, no arms of the Police Department to be escorted and a police party has to be provided exclusively for escorting the arms of the Department of Prisons and Correctional Services. The expenditure incurred in connection with the journey of the escort shall be borne by the Department of Prisons and Correctional Services.

(3) Dynamic Security. - Prisons shall be run on the basis of dynamic security. Dynamic security depends on the use of alternative methods for which interaction with prisoners will be a pre-requisite to make them aware of what is going on and to ensure them that they are being kept in safe and humane environment. It is not only means of preventing escape but also maintaining constructive relations with prisoners. The staff will also be made to understand that security not merely implies guarding the wall and fence and electronic surveillance, but also action engendering a sense of protection and mutual trust.

CHAPTER - XXII

DIEATRY

394. Food.- (1) The diet plans for prisoners prescribed in such a manner that the energy requirements given below are met:-

	<i>Category</i>	<i>Body weight kg-</i>	<i>Net energy (kcal/d)</i>
<i>Man</i>	<i>Sedentary work</i>	<i>60</i>	<i>2320</i>
	<i>Moderate Work</i>		<i>2730</i>
<i>Woman</i>	<i>Sedentary Work</i>		<i>1900</i>
	<i>Moderate Work</i>		<i>2230</i>
	<i>Pregnant Women</i>	<i>55</i>	<i>+350</i>
	<i>Lactation</i>		<i>+600</i>
	<i>0-6 months</i>		<i>+520</i>
	<i>6-12 months</i>		

(2) Requirements of pregnant and nursing women. - During pregnancy and lactation, a woman needs more protein and minerals than otherwise. The extra protein can be obtained by substituting a part of the cereal portion of the diet with more milk, fish, meat and eggs, and in the case of vegetarians by concentrating more on milk and milk products. This would also ensure the necessary additional supply of minerals.

(3) Nutrients required.- The nutrients required in a person's daily diet, their quantities and the common sources of nutrients are indicated in the table below:-

Sl. No.	Nutrient	Requirement	Sources
1.	Protein	1g. per kg. of body weight	Pulses, rice, wheat, milk, fish meat, eggs, etc.
2.	Fat	50 g.	Oils, butter, ghee, milk, eggs, etc.
3.	Carbohydrate	300 g.	Cereals, sugar, jaggery, milk, root vegetables such as potato, etc.
4.	Minerals: (a) Calcium	0.65 g. for adult, 1 g. for child	Milk, milk products, eggs, greens, vegetables, unhusked cereals and whole gram
	(b) Iron	12.15 mg.	Vegetables, fruits, fish and meat
5.	Vitamins: (a) Vitamin A	3,000 to 4,000 I.U.	Leafy vegetables, milk, fish, liver oils, yellow vegetables, eggs, carrot and yellow sweet potato
	(b) Vitamin C	50 mg.	Tamarind, amla, guava, all citrus fruits, eggs, lime, orange etc.,
	(c) Vitamin D	400 I.U.	Fish, liver oils, milk
	(d) Vitamin group		
	(i) Thiamin	1 to 2 mg.	Undermilled cereals and pulse, parboiled rice, whole wheat
	(ii) Riboflavin	1.8 to 3.0 mg	Leafy vegetables, eggs, fish, milk and milk products
	(iii) Nicotinic acid	10 to 15 mg.	Undermilled cereals, pulses and parboiled rice

(4) Scale of diet. – The following are the sanctioned diet scales and no reduction shall be made in them.

Explanation: - The term "labouring male and female convicts" in this rule while it includes simple imprisonment prisoners as referred to in rule 864 shall be held to exclude convicts sentenced to labour who refuse to work: the conceding or withholding of the more liberal scale in either case being restricted to the actual period of voluntary employment or of refusal to work as the case may be.

Food ration. - Every prisoner shall have three meals a day according to the scales prescribed. These shall be.-

- (i) A moderate in the morning before the hour of work;
- (ii) A midday meal; and
- (iii) An evening meal before prisoners are locked up for the night.

1. DIET PATTERN FOR 'A' CLASS PRISONERS

DAYS	MORNING (06:30 HRS)	MORNING (07:00 HRS)	MIDDAY (11:30 HRS)	EVENING (15:00 HRS)	NIGHT (16:30 HRS)
SUNDAY	Tea	Wheat Upma, Coconut + Ground Nut Chutney	Vegetarian:- Rice, Rasam, Vegetable Curry, Curd, Rava Kesari, Ghee, Banana/ Guava	Tea, Black Channa Sundal	Rice, Sambar, Vegetable Curry
			Non-Vegetarian:- Rice, Rasam, Chicken Curry, Curd		
MONDAY	Tea	Pongal, Sambar, Chapathi	Rice, Keerai Sambar, Ghee, Aviyal, Vegetable Curry, Curd	Tea, Ground Nut Sundal	Rice, Vegetable Curry, Rasam
TUESDAY	Tea	Ragi Uppuma, Potato Curry	Vegetarian:- Rice, Kaara Kuzhambu, Ghee, Rasam, Poriyal, Vegetable Curry, Curd Rice Banana/ Guava	Tea, Green gram Sundal	Rice, Sambar, Chapati, Channa Curry
			Non-Vegetarian: - Rice, Rasam, Chicken Curry, Curd		
WEDNESDAY	Tea	Tomato Rice, Chapathi, Egg, Coconut - Fried gram Chutney	Vegetarian: - Rice, Keerai Sambar, Aviyal, Ghee, Vegetable Curry, Curd.	Tea, Lobia/ Karamani Sundal	Rice, Sambar, Vegetable Curry
THURSDAY	Tea	Lemon Rice, Coconut + Fried gram Chutney	Vegetarian:- Rice, Rasam, Vegetable Curry, Curd, Ghee, Rava Kesari, Banana/ Guava	Tea, Black Channa Sundal	Rice, Vegetable Curry, Rasam
			Non Vegetarian: - Rice, Rasam, Chicken Curry, Curd		
FRIDAY	Tea	Idly, Sambar, Chapathi	Rice, Sambar, Poriyal, Rasam, Ghee, Vegetable Curry, Curd	Tea, Green gram Sundal	Rice, Sambar, Chapati, Channa Curry
SATURDAY	Tea	Pudina Rice, Egg/ Coconut Fried gram Chutney	Rice, Kaara Kuzhambu, Ghee, Rasam, Vegetable Poriyal, Keerai Poriyal, Vegetable Curry, Curd Rice	Tea, Ground Nut Sundal	Rice, Sambar, Vegetable Curry

Explanation:-

- (I) The morning meal shall be issued immediately after unlocking.
- (II) The sugar and milk are to be issued for the tea for the morning meal.

- (III) The potatoes may be used in the curry or separately.
- (IV) Mustard, pepper, cumin seeds, garlic together with a portion of curry powder are for the pepper water.
- (V) The actual food supplied may vary within the cost of the standard scale at tender rates.
- (VI) The standard scale shall be varied only with the previous sanction of the Inspector-General in very exceptional cases.

2. SCALE OF DIET FOR 'A'-CLASS NON-VEGETARIAN prisonerS - SUNDAY, TUESDAY & THURSDAY

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
1	Mill Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	50 grams	50 grams
4	Curry Powder	25 grams	19 grams
5	Onion	35 grams	35 grams
6	Vegetables	65 grams	65 grams
7	Greens	135 grams	135 grams
8	Gingely Oil	35 grams	18 grams
9	Thoor Dhal	70 grams	70 grams
10	Potato	35 grams	---
11	Gas	130 grams	130 grams
12	Tea	15 grams	15 grams
13	Sugar	40 grams	40 grams
14	Milk	170 milli liters	170 milli liters
15	Chicken	200 grams	135 grams
16	Tamarind	35 grams	35 grams
17	Pepper	6 grams	6 grams
18	Mustard	3 grams	2 grams
19	Garlic	3 grams	3 grams
20	Cumin Seeds	6 grams	6 grams
21	Coconut	300 grams	300 grams
22	Dry Chilly	4 grams	4 grams
23	Tomato	20 grams	20 grams
24	Bengal gram	20 grams	20 grams
25	Ghee	30 grams	30 grams
26	Wheat Rava instead of Wheat Flour (Sunday Only)	100 grams	100 grams

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
27	Ragi instead of Wheat Flour (Tuesday Only)	100 grams	100 grams
28	Channa (Tuesday Only)	80 grams	80 grams
29	Fried Split gram (Thursday Only)	30 grams	30 grams
30	Lemon (Thursday Only)	30 grams	30 grams

EVENING "SUNDAL" SHALL BE ISSUED WITH FOLLOWING INGREDIENTS

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
1	Black Channa (Sunday and Thursday Only)	70 grams	70 grams
2	Green gram (Tuesday Only)	70 grams	70 grams
3	Gingely Oil	5 grams	5 grams
4	Salt	3 grams	3 grams
5	Mustard	2 grams	2 grams
6	Curry leaves	2 grams	2 grams
7	Green Chilly	3 grams	3 grams

1. SUNDAYS,

- ❖ Wheat Flour shall be substituted with 100 grams Wheat Rava.
- ❖ Black Channa shall be issued on Evening.

2. TUESDAYS,

- ❖ Wheat Flour shall be substituted with 100 grams Ragi.
- ❖ 80 grams Channa shall be issued for Night Meals.
- ❖ Green gram shall be issued on Evening.

3. THURSDAYS,

- ❖ Wheat Flour shall be substituted with 100 grams Rice, 30 grams Lemon and 30 grams Fried gram in the morning.
- ❖ Black Channa shall be issued on Evening.

3. SCALE OF DIET FOR 'A'-CLASS NON-VEGETARIAN PRISONERS - WEDNESDAY & FRIDAY

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non- Labouring male and female convicts.
1	Mill Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	50 grams	50 grams
4	Curry Powder	25 grams	19 grams

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non- Labouring male and female convicts.
5	Onion	35 grams	35 grams
6	Vegetables	135 grams	135 grams
7	Greens	135 grams	135 grams
8	Gingely Oil	35 grams	18 grams
9	Thoor Dhal	200 grams	105 grams
10	Potato	135 grams	105 grams
11	Gas	130 grams	130 grams
12	Tea	15 grams	15 grams
13	Sugar	40 grams	40 grams
14	Milk	170 milli liters	170 milli liters
15	Tamarind	35 grams	35 grams
16	Pepper	6 grams	6 grams
17	Mustard	3 grams	3 grams
18	Garlic	3 grams	3 grams
19	Cummin Seeds	6 grams	6 grams
20	Coconut	300 grams	300 grams
21	Ghee	30 grams	30 grams
22	Fried Split gram (Wednesday Only)	30 grams	30 grams
23	Egg (Wednesday Only)	1 No.	1 No.
24	Tomato (Wednesday Only)	50 grams	50 grams
25	Channa (Friday Only)	80 grams	80 grams
26	Urud Dhall (Friday Only)	40 grams	40 grams
27	Fenugreek Seeds (Friday Only)	10 grams	10 grams

Evening "SUNDAL" shall be issued with following ingredients

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
1	Lobia (or) Kaaramani (Wednesday Only)	70 grams	70 grams
2	Green gram (Friday Only)	70 grams	70 grams
3	Gingely Oil	5 grams	5 grams
4	Salt	3 grams	3 grams
5	Mustard	2 grams	2 grams
6	Curry leaves	2 grams	2 grams
7	Green Chilly	3 grams	3 grams

1. WEDNESDAYS,

- ❖ 30 grams Fried Split gram, One Egg and 50 grams of Tomato shall be issued on morning.
- ❖ Lobia/Karamani shall be issued in evening.

2. FRIDAYS,

- ❖ Out of the total of 550 grams of Rice + Wheat ration for the day, 150 grams of Raw Rice shall be substituted for morning Idly and 40 grams of Urad Dhal and 10 grams of Fenugreek Seeds shall be issued in Morning for Idly.
- ❖ 80 grams Channa shall be issued for night meals.
- ❖ Green gram shall be issued on Evening.

4. SCALE OF DIET FOR 'A'-CLASS NON-VEGETARIAN PRISONERS – MONDAY

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
1	Mill Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	50 grams	50 grams
4	Curry Powder	25 grams	19 grams
5	Onion	35 grams	35 grams
6	Vegetables	135 grams	135 grams
7	Greens	135 grams	135 grams
8	Gingely Oil	35 grams	18 grams
9	Thoor Dhal	200 grams	105 grams
10	Potato	135 grams	105 grams
11	Gas	130 grams	130 grams
12	Tea	15 grams	15 grams
13	Sugar	40 grams	40 grams
14	Milk	170 milli liters	170 milli liters
15	Tamarind	35 grams	35 grams
16	Pepper	6 grams	6 grams
17	Mustard	3 grams	3 grams
18	Garlic	3 grams	3 grams
19	Cummin Seeds	6 grams	6 grams
20	Coconut	300 grams	300 grams
21	Ghee	30 grams	30 grams
22	Moong Dhall	20 grams	20 grams

Evening "SUNDAL" shall be issued with following ingredients

S. No.	Name of the articles. Class A	Labouring male and female convicts.	Non-Labouring male and female convicts.
1	Groundnut Kernels	70 grams	70 grams
2	Jaggery	18 grams	18 grams

Mondays,

❖ 100 grams Raw Rice and 20 grams Moong Dhall be issued for morning Pongal and the same shall be substituted from the 550 grams of Rice + Wheat ration for the day.

❖ Ground Nut and 18 grams of Jaggery shall be issued on Evening.

5. SCALE OF DIET FOR 'A'-CLASS NON-VEGETARIAN PRISONERS – SATURDAY

<i>S.No.</i>	<i>Name of the articles. Class A</i>	<i>Labouring male and female convicts.</i>	<i>Non-Labouring male and female convicts.</i>
1	Mill Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	55 grams	55 grams
4	Curry Powder	25 grams	19 grams
5	Onion	39 grams	39 grams
6	Vegetables	135 grams	135 grams
7	Greens	135 grams	135 grams
8	Gingely Oil	38 grams	21 grams
9	Thoor Dhal	130 grams	35 grams
10	Potato	135 grams	105 grams
11	Gas	134 grams	134 grams
12	Tea	15 grams	15 grams
13	Sugar	40 grams	40 grams
14	Milk	170 milli liters	170 milli liters
15	Tamarind	35 grams	35 grams
16	Pepper	6 grams	6 grams
17	Mustard	4 grams	4 grams
18	Garlic	3 grams	3 grams
19	Cummin Seeds	6 grams	6 grams
20	Coconut	300 grams	300 grams
21	Ghee	30 grams	30 grams
22	Fried Split gram	30 grams	30 grams
23	Egg	1 No.	1 No.
24	Pudhina	40 grams	40 grams
25	Greens	100 grams	100 grams
26	Dry Chilly	1 gram	1 gram

Evening "SUNDAL" shall be issued with following ingredients

<i>S. No.</i>	<i>Name of the articles. Class A</i>	<i>Labouring male and female convicts.</i>	<i>Non-Labouring male and female convicts.</i>
1	Groundnut Kernels	70 grams	70 grams
2	Jaggery	18 grams	18 grams

Saturdays,

- ❖ 40 grams of Pudhina, 1 Egg shall be issued in the morning 30 grams Fried gram shall be issued on morning.
- ❖ Out of the total of 200 grams Thoor Dhal, 70 grams Ground Nut and 18 grams of Jaggery shall be issued on Evening.
- ❖ For Keerai Poriyal, following ingredients, 100 grams Greens, 5 grams Salt, 4 grams Onion, 3 grams Oil, 1 gram Mustard, 1 gram Dry Chilly and 8 grams Gas shall be issued on midday meals.

**6. SCALE OF DIET FOR 'A'-CLASS VEGETARIAN PRISONERS – SUNDAY, TUESDAY,
WEDNESDAY, THURSDAY & FRIDAY**

S. No.	Name of article.	Labouring male and female convicts	Non-Labouring male and female convicts
1	Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	50 grams	50 grams
4	Tamarind	35 grams	35 grams
5	Onion	35 grams	35 grams
6	Gingely Oil	35 grams	19 grams
7	Curry Powder	25 grams	19 grams
8	Vegetables	135 grams	135 grams
9	Greens	135 grams	135 grams
10	Ghee	30 grams	30 grams
11	Coconut	300 grams	300 grams
12	Thoor Dhall	200 grams	170 grams
14	Potato	70 grams	70 grams
15	Milk for coffee	170 milli litre	170 milli litre
16	Milk for butter milk	280 milli litre	280 milli litre
17	Tea	15 grams	15 grams
18	Sugar	40 grams	40 grams
19	Mustard	3 grams	3 grams
20	Pepper	6 grams	6 grams
21	Cummin Seeds	6 grams	6 grams
22	Garlic	3 grams	3 grams
23	Gas	130 grams	130 grams
24	Wheat Rava instead of Wheat Flour (Sunday Only)	100 grams	100 grams
25	Suji for Vegetarian on Chicken days (Sunday, Tuesday and Thursday)	60 grams	60 grams
26	Banana / Guava for Vegetarian on Chicken days (Sunday, Tuesday and Thursday)	1 No.	1 No.

S. No.	Name of article.	Labouring male and female convicts	Non-Labouring male and female convicts
27	Ragi instead of Wheat Flour (Tuesday Only)	100 grams	100 grams
28	Channa (Tuesday, Friday Only)	80 grams	80 grams
29	Tomato (Wednesday Only)	50 grams	50 grams
30	Egg (Wednesday Only)	1 No.	1 No.
31	Fried Split gram (Wednesday, Thursday Only)	30 grams	30 grams
32	Lemon (Thursday Only)	30 grams	30 grams
33	Urud Dhall (Friday Only)	40 grams	40 grams
34	Fenugreek Seeds (Friday Only)	10 grams	10 grams

Evening "SUNDAL" shall be issued with following ingredients

1	Black Channa (Sunday and Thursday Only)	70 grams	70 grams
2	Green gram (Tuesday and Friday Only)	70 grams	70 grams
3	Lobia (or) Kaaramani (Wednesday Only)	70 grams	70 grams
4	Gingely Oil	5 grams	5 grams
5	Salt	3 grams	3 grams
6	Mustard	2 grams	2 grams
7	Curry leaves	2 grams	2 grams
8	Green Chilly	3 grams	3 grams

1. Sundays,

- ❖ Wheat Flour shall be substituted with 100 grams Wheat Rava in the morning.
- ❖ 60 grams Suji and one Banana/Guava shall be issued in the noon meals.
- ❖ Black Channa shall be issued on Evening.

2. Tuesdays,

- ❖ Wheat Flour shall be substituted with 100 grams Ragi.
- ❖ 60 grams of Suji and one Banana/Guava shall be issued in the afternoon
- ❖ 80 grams Channa shall be issued for Night Meals.
- ❖ Green gram shall be issued on Evening.

3. Wednesdays,

- ❖ 30 grams Fried gram, One Egg and 50 grams of Tomato shall be issued on morning.
- ❖ Lobia/Karamani shall be issued in the evening.

4. Thursdays,

- ❖ Wheat Flour shall be substituted with 100 grams Rice, 30 grams Lemon and 30 grams Fried gram in the morning.
- ❖ 60 grams of Suji and one Banana/Guava shall be issued in the afternoon.
- ❖ Black Channa shall be issued on Evening.

5. Fridays,

- ❖ Out of the total of 550 grams of Rice + Wheat ration for the day, 150 grams of Raw Rice shall be substituted for morning Idly and 40 grams of Urad Dhal and 10 grams of Fenugreek Seeds shall be issued in Morning for Idly.
- ❖ 80 grams Channa shall be issued for night meals.
- ❖ Green gram shall be issued on Evening.

7. SCALE OF DIET FOR 'A'-CLASS VEGETARIAN PRISONERS – MONDAY

S. No.	Name of article.	Labouring male and female convicts	Non-Labouring male and female convicts
1	Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	50 grams	50 grams
4	Tamarind	35 grams	35 grams
5	Onion	35 grams	35 grams
6	Gingely Oil	35 grams	19 grams
7	Curry Powder	25 grams	19 grams
8	Vegetables	135 grams	135 grams
9	Greens	135 grams	135 grams
10	Ghee	30 grams	30 grams
11	Coconut	300 grams	300 grams
12	Thoor Dhall	200 grams	170 grams
13	Potato	70 grams	70 grams
14	Milk for coffee	170 milli litre	170 milli litre
15	Milk for butter milk	280 milli litre	280 milli litre
16	Tea	15 grams	15 grams
17	Sugar	40 grams	40 grams
18	Mustard	3 grams	3 grams
19	Pepper	6 grams	6 grams
20	Cummin Seeds	6 grams	6 grams
21	Garlic	3 grams	3 grams
22	Gas	130 grams	130 grams
23	Moong Dhall	20 grams	20 grams

Evening "SUNDAL" shall be issued with following ingredients

1	Groundnut Kernels	70 grams	70 grams
2	Jaggery	18 grams	18 grams

Mondays,

❖ 100 grams Raw Rice and 20 grams Moong Dhall be issued for morning Pongal and the same shall be substituted from the 550 grams of Rice + Wheat ration for the day.

❖ Ground Nut + 18 grams Jaggery shall be issued in the evening.

8. SCALE OF DIET FOR 'A'-CLASS VEGETARIAN PRISONERS – SATURDAY

S. No.	Name of article.	Labouring male and female convicts	Non-Labouring male and female convicts
1	Rice	275 grams	275 grams
2	Wheat Flour	275 grams	205 grams
3	Salt	55 grams	55 grams
4	Tamarind	35 grams	35 grams
5	Onion	39 grams	39 grams
6	Gingely Oil	38 grams	22 grams
7	Curry Powder	25 grams	19 grams
8	Vegetables	135 grams	135 grams
9	Greens	135 grams	135 grams
10	Ghee	30 grams	30 grams
11	Coconut	300 grams	300 grams
12	Thoor Dhall	130 grams	100 grams
13	Potato	70 grams	70 grams
14	Milk for coffee	170 milli litre	170 milli litre
15	Milk for butter milk	280 milli litre	280 milli litre
16	Tea	15 grams	15 grams
17	Sugar	40 grams	40 grams
18	Mustard	4 grams	4 grams
19	Pepper	6 grams	6 grams
20	Cummin Seeds	6 grams	6 grams
21	Garlic	3 grams	3 grams
22	Gas	134 grams	134 grams
23	Fried Split gram	30 grams	30 grams
24	Egg	1 No.	1 No.
25	Pudhina	40 grams	40 grams
26	Greens	100 grams	100 grams
27	Dry Chilly	1 gram	1 gram

Evening "SUNDAL" shall be issued with following ingredients

1	Groundnut Kernels	70 grams	70 grams
2	Jaggery	18 grams	18 grams

Saturdays,

- ❖ 40 grams of Pudhina, 1 Egg, 30 grams Fried gram shall be issued in the morning.
- ❖ Out of the total of 200 grams Thoor Dhal, 70 grams Ground Nut and 18 grams of Jaggery shall be issued on Evening.
- ❖ For Keerai Poriyal, following ingredients, 100 grams Greens, 5 grams Salt, 4 grams Onion, 3 grams Oil, 1 gram Mustard, 1 gram Dry Chilly and 8 grams Gas shall be issued on Midday Meals.

9. DIET PATTERN FOR 'B' CLASS PRISONERS

DAYS	MORNING (06:30 HRS)	MORNING (07:00 HRS)	MIDDAY (11:30 HRS)	EVENING (15:00 HRS)	NIGHT (16:30 HRS)
SUNDAY	Tea	Wheat Uppuma, Coconut + Ground Nut Chutney	Rice, Rasam, Vegetable Curry, Curd	Tea, Black Channa Sundal	Rice, Sambar
			Vegetarian: Potato Curry, Rava Kesari, Banana/Guava		
			Non-Vegetarian:- Chicken Curry.		
MONDAY	Tea	Pongal, Sambar	Rice, Keerai Sambar, Aviyal, Curd	Tea, Ground Nut Sundal	Rice, Vegetable Curry, Rasam
TUESDAY	Tea	Ragi Uppuma, Potato Curry	Rice, Kaara Kuzhambu, Rasam, Poriyal, Curd Rice	Tea, Green gram Sundal	Rice, Sambar, Chapati, Channa Curry
WEDNESDAY	Tea	Tomato Rice, Egg, Coconut Fried gram Chutney	Rice, Rasam, Vegetable Curry, Curd.	Tea, Lobia/ Karamani Sundal	Rice, Sambar
			Vegetarian: Potato Curry, Rava Kesari, Banana/Guava		
			Non-Vegetarian:- Chicken Curry.		
THURSDAY	Tea	Lemon Rice, Coconut + Fried gram Chutney	Rice, Keerai Sambar, Aviyal, Curd	Tea, Black Channa Sundal	Rice, Vegetable Curry, Rasam
FRIDAY	Tea	Idly, Sambar	Rice, Sambar, Poriyal, Rasam, Curd	Tea, Green gram Sundal	Rice, Sambar, Chapati, Channa Curry

DAYS	MORNING (06:30 HRS)	MORNING (07:00 HRS)	MIDDAY (11:30 HRS)	EVENING (15:00 HRS)	NIGHT (16:30 HRS)
SATURDAY	Tea	Pudina Rice, Egg, Coconut Fried gram Chutney	Rice, Kaara Kuzhambu, Rasam, Keerai Poriyal, Vegetable Poriyal, Curd Rice	Tea, Ground Nut Sundal	Rice, Sambar

Explanation.- (1) – All convict warders in Central Prisons shall be given rice diet, except those awarded wheat diet by the convicting Courts:-

Explanation.- (2) In the case of newly sentenced prisoners, the class of diet whether rice or wheat which they are to receive in Prison shall be determined by the convicting Court and be entered in the committal warrants issued by it. The Magistrate shall make personal enquiries as to the habits and status of the prisoner before deciding on the class of diet to be allowed to him and shall note in his own hand the following particulars at the foot of the warrant, namely;

- (a) the diet to which the prisoner was accustomed according to his own statement;
- (b) The diet recommended by the Magistrate;
- (c) Brief reasons if rice or wheat is recommended.

Explanation.- (3) The above classification shall not be liable to any change whatever by the prison authorities except on medical grounds and on the written recommendation of the Chief Medical Officer.

Provided that the Government may alter the classification if in their opinion, it has been wrongly made or if it cannot be observed because of undue difficulty in obtaining supplies.

Explanation.- (4) If the Superintendent of the Prison has reason to believe that the convicting Court has made a mistake in the classification of diet, he shall refer the matter to the Court.

Explanation.- (5) Any prisoners may, while in Prison, if dissatisfied with the diet allowed, apply to the Superintendent of the Prison for a revision of the classification. Where the application is merely for a change of diet from one dry gram to another, notwithstanding anything contained in Explanation (3), the Superintendent shall allow the change only once with the previous sanction of the Director General of Prisons and Correctional Services. In all other cases, the Superintendent shall refer the matter to the Court which committed the prisoners and the decision of the Court shall be final.

Explanation.- (6) In order to ensure that prisoners get the full benefit of fats in the issue of buttermilk, care shall be taken to see that the cream or butter is not removed from either the milk or curd. For this purpose, the Assistant Surgeon shall supervise the entire process of the boiling of the milk and its conversion into buttermilk. The Superintendent and the Chief Medical Officer shall independently satisfy themselves that the prisoners receive the full benefits of buttermilk by frequent surprise checks, which should be noted in their journals.

Explanation: (7) Pepper water shall be issued in lieu of buttermilk on any of the two days or on both the days, if necessary. The ingredients for the preparation of pepper water for the prisoners shall be as follows: -

Tamarind	115 grams
Pepper	30 grams
Chillies	30 grams
Salt	115 grams
Mustard	10 grams
Cumin seeds	10 grams
Garlic	10 grams
Firewood	1400 grams

Quantity of pepper water 4480 milli liters,

Explanation.- (8) For 250 prisoners and below 900 grams per day, for more than 250 prisoners 750 grams per day.

Explanation.- (9) The morning meal shall be issued immediately after unlocking the wheat grain shall be given in cake or gram or gruel and the rice boiled into gruel.

Explanation.- (10) Dhall shall be freed from husk and issued in the curry and not separately. When germinated dhall gram is issued as antiscorbutic, the scale of dhall shall be reduced correspondingly by an equivalent quantity.

10. SCALE OF DIET FOR 'B'-CLASS PRISONERS – SUNDAY

MORNING 06:30 HRS

TEA

S. No.	Name of the Articles	Quantity to be issued
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING (07:00 HRS)

WHEAT UPMA, COCONUT + GROUND NUT CHUTNEY

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Wheat Rava	150 grams

S. No.	Name of the Articles	Quantity to be issued
1	Wheat Rava	150 grams
2	Salt	6 grams
3	Onion	10 grams
4	Oil	8 grams
5	Dry Chilly	2 grams
6	Mustard	2 grams
7	Gas	35 grams
8	Groundnut Kernels	20 grams
9	Curry leaves	1 gram
10	Coconut	50 grams
11	Bengal gram	20 grams

MIDDAY

VEGETARIAN:-RICE, RASAM, VEGETABLE CURRY, CURD, POTATO CURRY, RAVA KESARI, BANANA/GUAVA

NON-VEGETARIAN:- RICE, RASAM, VEGETABLE CURRY, CURD, CHICKEN CURRY

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams

<i>Name of the Articles</i>	<i>Quantity to be issued</i>
RICE DIET	
<i>Mill Rice</i>	<i>200 grams</i>

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	200 grams
2	Salt	19 grams
3	Tamarind	15 grams
4	Curry Powder	5 grams
5	Onion	20 grams
6	Vegetables	100 grams
7	Oil	13 grams
8	Curd	80 ml
9	Dry Chilly	4 grams
10	Mustard	2 grams
11	Curry leaves	1 gram
12	Gas	50 grams
13	Tomato	20 grams
14	Pepper	2 grams
15	Cummin Seeds	1 gram
16	Garlic	1 gram

(VEG : POTATO CURRY, RAVA KESARI, BANANA/GUAVA)

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Rava	60 grams
2	Sugar	30 grams
3	Ghee	5 grams
4	Potato	100 grams
5	Coconut	100 grams
6	Dry Chilly	3 grams
7	Curry Powder	5 grams
8	Banana/Guava	1 No.

(NON VEG: CHICKEN CURRY)

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Chicken	150 grams
2	Pepper	5 grams
3	Jeera	6 grams
4	Garlic	3 grams
5	Coconut	100 grams
6	Curry Powder	4 grams
7	Ginger	5 grams
8	Green Chilly	2 grams
9	Malli leaf	1 gram
10	Pudhina leaf	1 gram

EVENING

Tea & Black Channa Sundal

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Black Channa	50 grams
3	Milk	40 ml
4	Sugar	10 grams
5	Tea	4 grams
6	Gas	8 grams

NIGHT**RICE WITH SAMBAR**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	10 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	100 grams
7	Oil	12 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	2 grams
10	Mustard	1 gram
11	Curry leaves	1 gram
12	Gas	40 grams

11. SCALE OF DIET FOR 'B'-CLASS PRISONERS – MONDAY**MORNING 06:30 HRS****TEA**

S. No.	Name of the Articles	Quantity to be issued
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING 07:00 HRS**PONGAL, SAMBAR**

<i>Name of the Articles</i>	<i>Quantity to be issued</i>
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Mill Rice	150 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	150 grams
2	Salt	7 grams
3	Onion	12 grams
4	Oil	10 grams
5	Dry Chilly	2 grams
6	Mustard	0.5 grams
7	Curry Leaves	1 gram
8	Gas	35 grams
9	Thoor Dhal	25 grams
10	Moong Dhal	40 grams
11	Vegetables	75 grams
12	Pepper	1 gram
13	Curry Powder	3 grams

MIDDAY**RICE, KEERAI SAMBAR, AVIYAL, CURD**

<i>Name of the Articles</i>	<i>Quantity to be issued</i>
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	200 grams
2	Salt	12 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Vegetables	75 grams
6	Oil	12 grams
7	Thoor Dhal	50 grams
8	Curd	80 ml
9	Dry Chilly	2 grams
10	Mustard	1 gram
11	Curry Leaves	1 gram

S. No.	Name of the Articles	Quantity to be issued
12	Gas	40 grams
13	Coconut	20 grams
14	Greens	100 grams
15	Onion	15 grams

EVENING**TEA & GROUND NUT SUNDAL**

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Groundnut Kernels	50 grams
3	Jaggery	18 grams
4	Milk	40 ml
5	Sugar	10 grams
6	Tea	4 grams
7	Gas	8 grams

NIGHT

Rice, Vegetable Curry, Rasam

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	13 grams
3	Tamarind	9 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	100 grams
7	Oil	13 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	4 grams
10	Mustard	2 gram
11	Curry Leaves	1 gram
12	Gas	50 grams
13	Turmeric	1 gram
14	Coconut	20 grams
15	Pepper	2 grams
16	Cummin Seeds	1 gram
17	Garlic	1 gram

12. SCALE OF DIET FOR 'B'-CLASS PRISONERS – TUESDAY**MORNING 06:30 HRS****TEA**

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING 07:00 HRS**RAGI UPPUMA, POTATO CURRY**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Raagi	150 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Raagi	150 grams
2	Salt	8 grams
3	Oil	10 grams
4	Dry Chilly	2 grams
5	Mustard	0.5 grams
6	Curry Leaves	1 gram
7	Gas	35 grams
8	Bengal gram	25 grams
9	Vegetables	75 grams
10	Tamarind	5 grams
11	Onion	10 grams
12	Potato	50 grams
13	Green Chilly	2 grams

MIDDAY**RICE, KAARA KUZHAMBU, RASAM, PORIYAL, CURD RICE**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	200 grams
2	Salt	19 grams
3	Tamarind	15 grams

S. No.	Name of the Articles	Quantity to be issued
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	120 grams
7	Oil	15 grams
8	Curd	80 ml
9	Dry Chilly	4 grams
10	Mustard	2 grams
11	Curry Leaves	1 grams
12	Gas	50 grams
13	Coconut	20 grams
14	Pepper	2 grams
15	Cummin Seeds	1 gram
16	Garlic	1 gram

EVENING**TEA & GREEN GRAM SUNDAL**

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Green gram	50 grams
3	Milk	40 ml
4	Sugar	10 grams
5	Tea	4 grams
6	Gas	8 grams

NIGHT**RICE, SAMBAR, CHAPATI, CHANNA CURRY**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	100 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	100 grams
2	Salt	12 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	50 grams
7	Oil	12 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	2 grams

S. No.	Name of the Articles	Quantity to be issued
10	Mustard	1 gram
11	Curry Leaves	1 gram
12	Gas	40 grams
13	Wheat Flour	100 grams
14	Channa	80 grams
15	Coconut	20 grams

13. SCALE OF DIET FOR 'B'-CLASS PRISONERS – WEDNESDAY**MORNING 06:30 HRS****TEA**

S. No.	Name of the Articles	Quantity to be issued
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING 07:00 HRS**TOMATO RICE, EGG, COCONUT FRIED GRAM CHUTNEY**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Mill Rice	150 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	150 grams
2	Salt	6 grams
3	Onion	15 grams
4	Oil	4 grams
5	Dry Chilly	2 grams
6	Mustard	1 gram
7	Gas	35 grams
8	Curry Leaves	1 gram
9	Bengal gram	10 grams
10	Coconut	50 grams
11	Fried Split gram	15 grams
12	Curry Powder	3 grams
13	Tamarind	1 gram
14	Egg	1 No.
15	Green Chilly	2 grams
16	Vegetables	75 grams
17	Tomato	50 grams

MIDDAY

VEGETARIAN:- RICE, RASAM, VEGETABLE CURRY, CURD, POTATO CURRY, RAVA KESARI, BANANA/GUAVA

NON-VEGETARIAN:- RICE, RASAM, VEGETABLE CURRY, CURD, CHICKEN CURRY

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	19 grams
3	Tamarind	15 grams
4	Curry Powder	5 grams
5	Onion	20 grams
6	Oil	13 grams
7	Dry Chilly	4 grams
8	Mustard	2 gram
9	Curry leaves	1 gram
10	Gas	50 grams
11	Curd	80 ml
12	Vegetables	100 grams
13	Tomato	20 grams
14	Pepper	2 grams
15	Cummin Seeds	1 gram
16	Garlic	1 gram

(VEGETARIAN:- POTATO CURRY, RAVA KESARI, BANANA/GUAVA)

S. No.	Name of the Articles	Quantity to be issued
1	Rava	60 grams
2	Sugar	30 grams
3	Ghee	5 grams
4	Potato	100 grams
5	Coconut	100 grams
6	Dry Chilly	3 grams
7	Curry Powder	5 grams
8	Banana/Guava	1 No.

(NON-VEGETARIAN:- CHICKEN CURRY)

S. No.	Name of the Articles	Quantity to be issued
1	Chicken	150 grams
2	Pepper	5 grams
3	Jeera	6 grams

S. No.	Name of the Articles	Quantity to be issued
4	Garlic	3 grams
5	Curry Powder	4 grams
6	Ginger	5 grams
7	Green Chilly	2 grams
8	Coconut	100 grams
9	Malli leaf	1 gram
10	Pudhina leaf	1 gram

EVENING

TEA + LOBIA/KARAMANI SUNDAL

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Lobia/Karamani	50 grams
3	Milk	40 ml
4	Sugar	10 grams
5	Tea	4 grams
6	Gas	8 grams

NIGHT

RICE, SAMBAR

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	10 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	100 grams
7	Oil	12 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	2 grams
10	Mustard	1 gram
11	Curry leaves	1 gram
12	Gas	40 grams

14. SCALE OF DIET FOR 'B'-CLASS PRISONERS – THURSDAY**MORNING 06:30 HRS****TEA**

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING (07:00 HRS)**LEMON RICE, COCONUT + FRIED GRAM CHUTNEY**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Mill Rice	150 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	150 grams
2	Salt	6 grams
3	Dry Chilly	2 grams
4	Onion	10 grams
5	Vegetables	30 grams
6	Oil	8 grams
7	Gas	35 grams
8	Mustard	1 gram
9	Curry leaves	1 gram
10	Coconut	50 grams
11	Fried Split gram	20 grams
12	Bengal gram	10 grams
13	Lemon	30 grams

MIDDAY**RICE, KEERAI SAMBAR, AVIYAL, CURD**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

<i>S. No.</i>	<i>Name of the Articles</i>	<i>Quantity to be issued</i>
1	Mill Rice	200 grams
2	Salt	12 grams

S. No.	Name of the Articles	Quantity to be issued
3	Tamarind	7 grams
4	Curry powder	5 grams
5	Onion	15 grams
6	Vegetables	75 grams
7	Greens	100 grams
8	Oil	12 grams
9	Thoor dhal	50 grams
10	Curd	80 ml
11	Dry Chilly	2 grams
12	Mustard	1 gram
13	Curry leaves	1 gram
14	Gas	40 grams
15	Coconut	20 grams

EVENING

TEA + BLACK CHANNA SUNDAL

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Black Channa	50 grams
3	Sugar	10 grams
4	Tea	4 grams
5	Gas	8 grams
6	Milk	40 ml

NIGHT

RICE, VEGETABLE CURRY, RASAM

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	13 grams
3	Tamarind	9 grams
4	Curry powder	5 grams
5	Onion	15 grams
6	Vegetables	100 grams
7	Oil	13 grams
8	Thoor dhal	60 grams
9	Dry Chilly	4 grams
10	Mustard	2 grams
11	Curry leaves	1 gram

S. No.	Name of the Articles	Quantity to be issued
12	Gas	50 grams
13	Turmeric	1 gram
14	Coconut	20 grams
15	Pepper	2 grams
16	Cummin Seeds	1 gram
17	Garlic	1 gram

15. SCALE OF DIET FOR 'B'-CLASS PRISONERS – FRIDAY**MORNING 06:30 HRS****TEA**

S. No.	Name of the Articles	Quantity to be issued
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING 07:00 HRS**IDLY, SAMBAR**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Mill Rice	150 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	150 grams
2	Salt	6 grams
3	Onion	15 grams
4	Oil	4 grams
5	Dry Chilly	2 grams
6	Mustard	1 gram
7	Gas	35 grams
8	Tamarind	2 grams
9	Vegetables	75 grams
10	Thoor Dhal	40 grams
11	Curry Leaves	1 gram
12	Urad Dhal	40 grams
13	Fenugreek Seeds	10 grams
14	Curry Powder	3 grams

MIDDAY**RICE, SAMBAR, PORIYAL, RASAM, CURD**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	19 grams
3	Tamarind	14 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	150 grams
7	Oil	15 grams
8	Thoor Dhal	50 grams
9	Curd	80 ml
10	Dry Chilly	4 grams
11	Mustard	2 gram
12	Curry Leaves	1 gram
13	Gas	50 grams
14	Pepper	2 grams
15	Cummin Seeds	1 gram
16	Garlic	1 gram

EVENING**TEA AND GREEN GRAM SUNDAL**

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Green gram	50 grams
3	Milk	40 ml
4	Sugar	10 grams
5	Tea	4 grams
6	Gas	8 grams

NIGHT**RICE, SAMBAR, CHAPATI, CHANNA CURRY**

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	100 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	100 grams
2	Salt	12 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	50 grams
7	Oil	12 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	2 grams
10	Mustard	1 gram
11	Curry Leaves	1 gram
12	Gas	40 grams
13	Wheat Flour	100 grams
14	Channa	80 grams
15	Coconut	20 grams

16. SCALE OF DIET FOR 'B'-CLASS PRISONERS – SATURDAY

MORNING 06:30 HRS

TEA

S. No.	Name of the Articles	Quantity to be issued
1	Milk	40 ml
2	Sugar	10 grams
3	Tea	4 grams
4	Gas	8 grams

MORNING 07:00 HRS

PUDINA RICE, EGG, COCONUT FRIED GRAM CHUTNEY

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	150 grams
RICE DIET	
Mill Rice	150 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	150 grams
2	Salt	6 grams
3	Oil	8 grams
4	Dry Chilly	2 grams
5	Mustard	1 gram
6	Curry Leaves	1 gram
7	Gas	35 grams
8	Coconut	30 grams
9	Fried Split gram	15 grams

S. No.	Name of the Articles	Quantity to be issued
10	Bengal gram	10 grams
11	Onion	10 grams
12	Vegetables	30 grams
13	Egg	1 No.
14	Pudhina Leaf	30 grams

MIDDAY

RICE, KAARA KUZHAMBU, RASAM, VEGETABLE PORIYAL, KEERA PORIYAL, CURD RICE

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	24 grams
3	Tamarind	15 grams
4	Curry Powder	5 grams
5	Onion	19 grams
6	Vegetables	120 grams
7	Oil	18 grams
8	Curd	80 ml
9	Dry Chilly	5 grams
10	Mustard	3 grams
11	Curry Leaves	1 gram
12	Gas	58 grams
13	Coconut	20 grams
14	Pepper	2 grams
15	Cummin Seeds	1 gram
16	Garlic	1 gram
17	Greens	100 grams

EVENING

TEA & GROUNDNUT SUNDAL

S. No.	Name of the Articles	Quantity to be issued
1	Salt	2 grams
2	Groundnut Kernels	50 grams
3	Jaggery	18 grams
4	Milk	40 ml
5	Sugar	10 grams
6	Tea	4 grams
7	Gas	8 grams

NIGHT

RICE, SAMBAR

Name of the Articles	Quantity to be issued
WHEAT DIET	
Wheat Flour	200 grams
RICE DIET	
Mill Rice	200 grams

S. No.	Name of the Articles	Quantity to be issued
1	Mill Rice	200 grams
2	Salt	10 grams
3	Tamarind	7 grams
4	Curry Powder	5 grams
5	Onion	15 grams
6	Vegetables	100 grams
7	Oil	12 grams
8	Thoor Dhal	60 grams
9	Dry Chilly	2 grams
10	Mustard	1 gram
11	Curry Leaves	1 gram
12	Gas	40 grams

395. Ingredients and instructions. - (1) Care should be taken to see that all grains are properly cleaned before issuing to the mill-house for grinding and that the flour is carefully sieved and kept in covered bins in accordance with the directions given in Appendix IV.

(2) Rice should be separated from husk, dust, or other particles, before issuing for cooking. The quality and seasoning of rice should be such that weight of the cooked rice is be about 3 times its weight in uncooked state. This should be frequently tested by weighing.

(3) Dhall shall be freed from husk except where the germinating variety is in use and issued in the curry and not separately.

(4) The oil shall be tempered and mixed with the curry in the presence of a responsible Officer of the prison, who shall ascertain by weighment that the quantity is correct.

(5) Curry powder shall be prepared according to the following recipe, namely: -

Chillies	210 grams.	} After pulverizing
Coriander	180 grams.	
Turmeric	15 grams.	

It shall be prepared and issued to the cooks in the form of powder and not in ingredients.

(6) If cheaper, an equal quantity of mango pickle may be substituted for tamarind.

(7) The allowance of vegetables shall be calculated, after stalks, skins and refuse have been separated, and only good succulent vegetables shall be used. Similarly, the allowance of tamarind shall be issued free of husk and seed.

396. Issue of pepper water. - Pepper water of 4,480 milli litres may be issued in lieu of buttermilk on Thursdays or Saturdays or on both the days. The ingredients for the preparation of pepper water for 16 prisoners shall be as follows:

Tamarind	115 grams
Pepper	30 grams
Chilies	30 grams
Salt	115 grams
Mustard	10 grams
Cummin seeds	10 grams
Garlic	10 grams
Firewood	1400 grams

397. Scale of diet for prisoners received late in the evening. - The following scale of diet for the evening meal is prescribed for prisoners who are received into the prison late in the evening without having fed evening meal outside, namely: -

(i) 'A' class convicted prisoners and special class under-trial prisoners

<i>Laboring male and female convicts</i>		<i>Non-labouring male and female convicts and specials class under- trial prisoners</i>
(1)		(2)
Bread	170 grams	150 grams
Milk	70 milliliters	70 milliliters
Sugar	15 grams	15 grams
Tea or Coffee	10 grams	10 grams

(ii) 'B' class convicted prisoners and ordinary class under-trial prisoners: -

Rice	100 grams
Salt	15 grams
Curry Powder	5 grams
Onions	10 grams
Tamarind	10 grams

Explanation: - (1). Where this is not practicable, fuel shall be issued up to maximum of 500 grams per head.

Explanation: - (2). In the case of scale specified in clause (ii) above, rice shall be made into gruel with 10 grams of salt. The remaining quantity of salt shall be utilized for chutney.

398. Diet for military convicts. - In the case of an ex-military prisoners convicted in a Court Martial and committed to civil Prison, the Superintendent of the Prison shall make personal enquiries about the food, habits and social background of the prisoners and decide in consultation with the Chief Medical Officer of the Prison, the class of diet which may be allowed to the prisoners.

399. Special diet on Pongal, Republic, Independence and Gandhi Jayanthi days. - All prisoners shall be issued with extra diet on Pongal, Republic, Independence and Gandhi Jayanthi days at a cost not exceeding Rs.100/- per prisoner.

400. Food to be cooked at main kitchen. - All food except that specially prepared for prisoners in hospital., 'A' class prisoners and civil prisoners, shall be cooked at the main kitchen.

401. Appointment of Cooks. - (1) Civil prisoners shall be allowed to cook for themselves. For all other prisoners, paid cooks shall be employed. If necessary, convict cooks in the proportion of one cook to every 25 prisoners, or in Central Prisons one cook to every 50 prisoners, shall be appointed.

(2) The inmates engaged in cooking should be regularly examined to make sure that they are not carrying of any infection. There should be adequate arrangements for cooks to wash their hands with soap and water before they start cooking. Cooks should change into clean uniforms before they are permitted to cook or serve food. Manual handling of food is undesirable and must be avoided.

402. Duties of cooks. - (1) The work of preparing grain or curry powder shall not be done by the cooks. They shall, however wash the rice and prepare the vegetables.

(2) The cooks shall be required to keep the kitchen clean and tidy and the cooking vessels, moulds, trays etc., scrupulously clean. They shall carry the cooked food to a central position, to be selected by the Superintendent where it shall be inspected by the Superintendent or Jailer and then removed to the several blocks by convicts from those blocks and distributed to the prisoners under the supervision of the block warder.

(3) Special care shall be taken to ensure that all vessels, in which milk is kept, are perfectly clean. All vessels should be scalded and cleaned with boiling water immediately after use. These must not be left uncleaned.

(4) Cooks found tampering with food or scales shall be severely punished.

(5) Cooks shall carry out all preparations and processes necessary after being issued the daily supplies and shall prepare the food with due care and attention. They should wear clean aprons while preparing/handling food.

(6) Inmates undergoing imprisonment for six months or less, wherever available, may be employed to clean rice, peel and cut vegetables, clean cooking utensils and keep the kitchen clean and tidy.

(7) Meals should be served fresh and hot. In cold regions/during winter season, appropriate heating methods will be utilized to keep food warm and suitable for consumption. The receptacles used for carrying food shall be provided with well-fitting lids. All food shall be carefully protected from flies and other insects.

(8) Except with the permission of the supervising Officer, no food is to be taken away from the dining area by any prisoner to eat it elsewhere.

(9) When the meal is finished, the prisoners shall proceed to the washing platform where two tubs shall be placed. prisoners shall put any refuse food left in his plate into these tubs, separating rice or chapattis from curried food. They shall then wash their hands and mouths as well as their utensils.

403. Kitchen. - (1) The general kitchen shall ordinarily be located at a central place inside the prison so that the distribution of food among the prisoners may be finished quickly. The kitchen will not be built close to the sleeping barracks. It will be well ventilated and lighted. It must always be kept clean and tidy. The oven will be of the type in which the heat does not escape outside and the smoke is let out by a suitable chimney regardless of the type of fuel used. The kitchen will be protected by a fly proof wire mesh all around. Sufficient number of exhaust fans will be installed and artificial ventilation may be provided if necessary. The kitchen must be provided with fly-proof automatic closing doors. It will have floors made of an impermeable material. Each kitchen shed will be provided with adequate supply of pure water which will be used for both cooking and washing. The water will be collected from taps inside the kitchen. It is desirable that no single kitchen caters to more than 500 prisoners. Cooking and serving utensils will be made of stainless steel.

(2) The minimum space requirement in the kitchen shall be 150 square meters per 100 prisoners. It will facilitate sufficient space for storage of provision articles, vegetables, dressing and cutting food, containers and cooking utensils etc.

(3) There will be a provision for covered dinning space in prisons so that prisoners may take their meals under a roof and on a platform.

(4) There will be two shifts of workers in the kitchen. Management of kitchen or cooking of food on caste or religious basis shall be prohibited in prisons.

(5) The kitchen complex shall have a barrack to house the inmates employed for cooking, etc.

(6) The walls of the kitchen will be covered with tiles up to a height of 2 meters for easy cleaning.

(7) The prisoners working in the kitchen will be provided with suitable clothing, such as apron, caps, gloves, etc. and also with 250 milliliter each of liquid soap and detergent on a fortnightly basis for cleaning and washing utensils.

(8) Prison kitchens will be modernized by introducing Liquified Petroleum Gas, hot plates and steam cooking. Kneading machines, chapatti making machines, mixers and grinders, will also be introduced.

(9) Adequate fire safety systems shall be installed in the kitchen.

(10) Cooking vessels: Cooking may be done in stainless steel vessels. All cooking utensils must be kept clean and shining and the kitchen and eating area to must be clean and tidy. The cooked rice and wheat shall be molded on platforms covered by stainless steel.

404. Protection from flies.- All cooked food should be kept covered until it is distributed, and protected from flies and appropriate arrangements (in the form of freezers, refrigerators, etc.) shall be made for storage of perishable items.

405. Eating and drinking vessels.- (1) Every prisoner shall be provided with a set of an eating vessel, and a drinking vessel all items made of stainless steel. Vessels shall be of a uniform material and pattern. Spoons may be supplied to such of the 'A' class prisoners who ask for them while taking their food.

(2) 'A' class prisoners shall be provided with three additional Stainless Steel cups of 320 milliliters capacity each.

406. Daily inspection of food.- (1) The Superintendent and the Chief Medical Officer shall exercise utmost vigilance in the supervision of the food supplies and all articles issued for consumption shall be inspected daily by the Chief Medical Officer or in his absence, by the medical subordinate. The inspecting Officer shall especially see that the ration of vegetables of good quality is issued and that any defect in quality is brought to the notice of the Superintendent.

(2) Stores: Stores or godowns must be kept clean, well arranged, and well ventilated. Their contents should be aired as often as possible. Godowns or grain stores should be treated with suitable insecticides to prevent the growth of weevil.

407. Inspection of cooked food.- All items of diet, as well as the fuel for cooking, shall be weighed daily at the time of being issuing to the cooks by a responsible Officer not below the rank of a Deputy Jailer, especially appointed for the purpose by the Superintendent. They shall be issued in a fully prepared state or, if this is not possible, with a full allowance for any loss which might occur during preparation. The Superintendent shall, however, be responsible for seeing that the correct weight and quality of the ration is issued. The quality of these items should be regularly checked by the Chief Medical Officer.

408. Weighment of articles of food.- All articles of food issued for consumption shall be weighed daily by the Deputy Jailer, who shall be responsible that the proper quantity is issued for every prisoner. From time to time, the Superintendent shall check the issues of rations thus made. In weighing or measuring rations and food, metric weights and measures shall always be used and a proper set of scales, weights, and measures shall be maintained in every prison and shall be frequently tested by the Superintendent.

409. Complaint about food.- (a) Any complaint regarding food shall be enquired into on the spot by the supervising Officer. He shall decide whether the complaint is well founded or not and then take necessary action. Every complaint regarding food shall be reported to the Superintendent. If the complaint is valid and is due to the fault of any prison official, the Superintendent shall take such action as he deems fit and shall record his orders. Any prisoner making false or malicious complaints shall be punished.

(b) Disposal of complaint. - if any complaint is made by a prisoner regarding the quantity, quality, or cooking of the food, it shall be at once inquired into by the Jailer and the circumstances reported in his report book. If the complaint relates to the quantity of food received, the rations shall at once be weighed in the presence of the prisoner making the complaint.

410. Power to sanction change in dietary. - The Government may direct a change in the diet prescribed by the convicting Courts in the case of individual prisoners. Otherwise, no change in the prescribed dietary of the whole or part of the prison shall be made except in unavoidable circumstances, example when prescribed food-stuffs are not available, in which event departures from the prescribed dietary shall be reported to the Director General of Prisons and Correctional Services. When a prisoner is not in the hospital, his diet may be changed or modified only by the Superintendent on the recommendation of the Chief Medical Officer. In case this change of diet has to continue for more than a month, the concurrence of the Director General of Prisons and Correctional Services shall be obtained by the Superintendent giving reasons for such continuance.

No reduction or alteration in the prescribed diet and scales shall be made except under special circumstances and with the prior approval of the Director General of Prisons and Correctional Services. If, on the recommendation of the Chief Medical Officer, the Superintendent considers the prescribed diet to be unsuitable or insufficient for a prisoner for reasons of his health or his peculiar mode of living, he may order, in writing, a special diet, or add extra calories in the diet of such a prisoner, subject to formal approval of the Director General of Prisons and Correctional Services

411. Control of hospital diet.- The diet of a prisoner in hospital shall be entirely under the Chief Medical Officer's control and he may order such extras as he considers necessary, but he shall exercise such economy as is not inconsistent with the well-being of sick.

412. The ordinary hospital diets shall be as follows.- Scale of hospital diet for A and B Class prisoners (a) Articles comprising the different heads of diet for day.

Spoon			Milk and Bread or Rice	
Sago	115 grams		Bread or rice	340 grams
Sugar	60 grams		Milk	1.120 milli litres
Rice	60 grams		Sugar	60 grams
Salt for Kanji Water	5 grams		Rice	60 grams
Milk	560 milli litres		Salt (for Kanji water)	5 grams

Explanation: - (1) – When meat is recommended by the Chief Medical Officer as extra diet, the weight of meat for the various diets shall be ordinarily issued exclusive of bone. An addition at the rate of 25 per cent shall be made when meat is issued with bone. Other extras shall only be allowed on spoon and milk diets.

Explanation: - (2).- Invalid diet (ingredients for one curry)

Vegetables – curry (liquid)	Dhall	30 grams
Vegetables and mutton (curry)	Vegetables	60 grams on alternative days
Potatoes		60 grams
Oil		10 grams
Tamarind		10 grams
Onions		10 grams
Salt		15 grams
Curry powder		15 grams
Mutton		115 grams. (added to the vegetables curry in the afternoon)

Explanation:- (3).- Ordinary diet (ingredients for one curry)

Vegetables	115 grams
Dhall	40 grams
Oil	10 grams
Curry powder	10 grams
Tamarind	10 grams
Onion	10 grams
Salt	10 grams
Mutton (thrice a week).	

Explanation: (4).- Where chapatti/bread is given to prisoners, the same should be prepared in prescribed weights for different classes of prisoners, and cooks should be informed beforehand of the prescribed weights.

Explanation: (5).- Antiscorbutic, in the requisite quantity, shall be issued daily with the midday and evening meals to all prisoners. There should be standing instructions for the preparation and issue of different kinds of anti scorbutic which are commonly available.

CHAPTER - XXIII

CLOTHING AND BEDDING

413. Convicts to wear Prison clothing. - Every convict under sentence of rigorous imprisonment or of imprisonment for life shall be required to wear prison clothing as prescribed in these rules and shall be supplied with Prison bedding. Any prisoner of any other class shall be supplied with clothing and bedding if he requires it.

414. Material of Prison clothing.- All male convicts and adolescent convicts undergoing modified Borstal treatment in the Borstal School, Pudukottai shall be provided with white Terry cotton materials.

415. Clothing of Convicts. - (1) The clothing of male convicts shall consist of white shirt and white pant. Convict Warders shall be provided with white shirt, white pant, white cap and brown belt.

(2) The clothing of adolescent convicts undergoing modified Borstal treatment in the Borstal School, Pudukottai shall consist of a white shirt, half arm with color and two pockets, khaki shorts white banian, under garments and hand kerchief. These articles shall constitute a suit.

(3) The clothing of female convict shall consist of blue sarees, white blouse and petticoat, chudithar suit top in blue colour, pant in white colour with thupattah.

416. Clothing of any category of prisoners not covered in these rules. - (1) The clothing of any category of prisoners not covered in these rules shall be decided by the Director General of Prisons and Correctional Services provided that the expenditure involved by such issue does not exceed the cost that would otherwise be incurred if the articles admissible under the rules are supplied to that class of prisoners to which the prisoner belongs.

(2) Children in Prison shall be provided with adequate clothing, suiting the local climatic requirements. For this purpose, the Government shall lay down appropriate scales. Articles, like diapers and others as required, shall be provided to women prisoners, who are caring for their infant children.

417. Period clothing should last.- Every 'B' class male convict other than adolescent prisoners shall be provided with two suits and every 'B' class female convict and female life convicts with three cloths and two ravikais. Every convict shall also be provided with two towels, the measurements of which shall be 122 centimeter in length and 61 centimeter in width. A new shirt shall not ordinarily be issued more often than once in nine months and a new pair of pants. For females, a new cloth or a petticoat or upper cloth shall ordinarily last for nine months and a ravikkai for six months. A new towel may, if necessary, be furnished to each convict not oftener than once in nine months. Every female prisoner shall also be supplied with six napkins of 9 inches in length and 3 inches in breadth, made of roll cotton and fiber cotton (blue) or of $\frac{3}{4}$ meter during normal menstruation period, that is, for every month and six napkins of 9 inches in length and 3 inches in breadth, made of roll cotton and white mull cloth and elastic belt of $\frac{3}{4}$ meter during the period after delivery. Every 'B' class adolescent prisoner shall be provided with two suits a year.

418. Clothing to female prisoners' children. - Children allowed to stay with women prisoners shall be given suitable clothing as may be approved by the Superintendent.

419. Supply of articles to be worn as required by religion or custom. - Articles to be worn as required by religion like turban for Sikh, rasti for Parsee, thread for wearing Tali by women prisoners shall be issued in accordance with local customs, if so, required by such prisoners.

Explanation: Clothing of Sikh prisoners shall be as laid down in rule 291.

420. Clothing of prisoners confined in Open Air Prisons. - prisoners other than those confined in Open Air Prisons put on extra-mural works shall be supplied with two sets of red colored shirts and breeches once in every eighteen months in addition to the two sets of white uniforms prescribed in rule 417. The period of supply of two sets of white uniforms supplied to these prisoners under rule 417 shall also be for eighteen months instead of nine months notwithstanding anything contained in rule 417.

421. Clothing and bedding to be marked on issue. - The date of issue and the convict number (PID number) shall be marked indelibly on all clothing and bedding in use. Clothing and bedding marked for any particular class shall be issued only to prisoners of that class.

Explanation: The clothing shall be marked on the backside lower end of apparel. Other garments shall be marked in such manner that the clothes may be easily identified. The identifying marks shall not be conspicuous.

422. Clothing of convict overseers. - Convict overseers shall be supplied with the following clothing annually namely: -

- (i) Two white shirts and two pairs of pants.
- (ii) Two glengarry caps made of white drill cloth.

423. Clothing and bedding of 'A' class male prisoners. - The following scale of clothing and bedding shall be supplied at Government expense to each of the male prisoners of 'A' class namely: -

Serial number	Name of article	Number	Period of wear and tear in months
(1)	(2)	(3)	(4)
1.	Half Sleeve Shirts	2	18
2.	Terry Cotton Pants	2	18
3.	Banians cotton	2	18
4.	Sandals pairs	2	18
5.	Towels (face)	2	18
6.	Towels (bath)	2	18
7.	Under garments	2	18
8.	Comb	1	18
9.	Pillows	2	18
10.	Straw-mat	1	18
11.	Mattress	1	18
12.	Hand-kerchief	2	18
13.	Bed sheets	2	24
14.	Woolen blankets	1	24
15.	Mattress covers	2	24
16.	Pillow slips	4	24

424. Clothing and bedding of 'A' Class Female prisoners. - (1) The following scale of clothing shall be supplied at Government expense to each of the female prisoners of 'A' Class, namely: -

Serial number	Name of article	Number	Period of wear and tear in months
(1)	(2)	(3)	(4)
1	Sarees (superior) 5.5metres/ Chudithar suit top and pant	3	18
2	Ravikais	3	18
3	Bodies	4	18
4	Towels	4	18
5	Hand-Kerchief	2	18
6	Sandals Pairs	2	18
7	Napkins as described in rule 417	6	One month

Serial number	Name of article	Number	Period of wear and tear in months
(1)	(2)	(3)	(4)
8	Comb (plastic)	1	18

(2) Bedding shall be supplied to female prisoners of the class at Government expense on the same scale as that prescribed for male prisoners in rule 423.

(3) A flannel Banian shall be issued on the 1st October and withdrawn on the 1st March. A sufficient supply of soap and changes of linen and towels shall be allowed at such intervals as the Superintendent may direct.

(4) In the case of female prisoners, who do not adopt the mode of dress admissible under these rules, the Director General of Prisons and Correctional Services may sanction any variation in the kind of clothing and bedding required in individual cases, provided that the expenditure involved by such a change does not exceed the cost that would otherwise be incurred if the articles laid down in the scale are supplied.

(5) A piece of blue cloth 25 mm. square shall be stitched on the front upper left side of the shirts and sarees issued to male and female habitual prisoners respectively of 'A' class.

425. Clothing of convicts attending Courts. - Convicts sent in custody to a Court either as a witness or as an accused person shall wear ordinary private clothing. For this purpose, the private clothing of convict retained in Prison under the provisions in Chapter XXV of these rules or tendered by friends or relatives shall be issued to the convict before proceeding to and withdrawn on his return from Court daily. In other cases, the Superintendent shall provide clothing of a kind suitable to the class to which the convict belongs.

426. Supply of extra clothing for Work. - Men employed on work which specially soils their clothing such as gardening, sweeping and the like, may, in addition to the ordinary scale of clothing, be supplied with an old suit for wear during working hours; convict cooks may be allowed blue aprons and blue suits with chef or caps.

427. Instructions regarding the wearing of clothing. - Convicts employed on garden work and on active occupations in closed workshops, kitchens and the like do not ordinarily require wearing a shirt while at work. On the other hand, care shall be taken that at meal times, at inspections, and in cold weather all prisoners are properly clad. prisoners shall not be allowed to wear wet clothes, and if they are kept standing about on cold morning, the cumby shall be worn crossed over the body like a plaid.

428. Issue of Cumby hoods. - Cumby hoods of an approved pattern may, at the discretion of the Superintendent, be issued to prisoners on extra mural labour.

429. Issue of Woolen jacket. - Woolen jackets may be issued to prisoners during the cold months. Old complies may be utilized as belly bants for uniform and sick prisoners.

430. Issue of extra clothing to invalids. - Extra clothing and bedding shall be issued to the sick, aged or infirm on the recommendation of the Chief Medical Officer.

431. Issue of sandal to prisoners. - The sanction of the Superintendent of Prisons is necessary for issue of sandal to prisoners.

432. Supply of bedding to 'B' class prisoners. - The bedding of 'B' class prisoners shall consist of two bedsheets or a bedsheets and a cumby in cold weather, a red and green colour cotton carpet irrespective of the season and a pillow with cover. The red and green colour cotton carpet shall be of 7 ½" in length and 3 ¼" in breadth. The pillow shall be 61 cm. in length and 35 cm. in breadth stuffed with coir fiber. A bed sheet shall last for three years and the red and green colour cotton carpet for five years. The pillow shall last for three years and the pillow cover for nine months. No prisoner shall be allowed to wear his bedsheets while at work.

433. Charge of clothing store. - (1) The Assistant Jailer shall be in-charge of the clothing store and shall be held responsible for all clothing and bedding. He shall be allowed a sufficient number of prisoners to enable him to have the clothing frequently moved cleaned and exposed to the sun and air. Due attention shall be paid to having all clothing washed thoroughly before being placed in stock.

(2) All, at least, Central Prisons, Special Prisons for Women and District Jails to have their own mechanized laundry to wash items of clothing and bedding at the time of return of these items to the clothing store.

Explanation: When part worn, clothes are supplied to the prisoners they shall be thoroughly fumigated and boiled in hot water to exterminate bugs, fleas and the like. The treatment of clothing and bedding used of patients suffering from infectious or contagious diseases shall be as laid down in Chapter XXXIII.

434. Repair and inspection of clothing and bedding. - A fixed day weekly shall be appointed for the repair of clothing. At the weekly parades of prisoners, the Superintendent shall pay special attention to the clothing and bedding and shall satisfy himself that each man's kit is complete and in proper condition.

435. Disposal of unserviceable clothing; - Unserviceable clothing shall be struck off the Register in Form No.16 under the initials of the Superintendent once a month and utilized for the cleaning of fans, carbines or machinery or kitchen purposes and for polishing the finished goods in the carpentry workshop. It shall also be used in the paper making industry. If the accumulation is in excess of these requirements these clothing shall be sold after it has been torn or cut into small pieces to the paper units of the Khadi and village Industries Board.

436. Disposal of clothing of discharged prisoners. - Prison clothing shall not be given to discharged prisoners and care shall be taken that prisoners on release surrender their full outfit. Clothing so received shall if fit for further use be thoroughly washed, repaired, if necessary and taken into stock, the remaining shall be brought in to stock in the condemned clothing register in Form No.16.

437. Submission of clothing and bedding indents. - (1) Indents for the clothing and bedding likely to be required during next six, nine or twelve months shall be prepared in duplicate in Form No. 52 or 53 as the case may be and submitted to the Inspector-General of Prisons (Headquarters) for sanction.

(2) No clothing or bedding shall be issued from the manufacturing department of any prison except upon an indent passed by the Inspector-General of Prisons (Headquarters) and no clothing or bedding shall be purchased in the local market except in very special circumstances and with the sanction of the Director General of Prisons and Correctional Services.

438. Chapter not to apply to prisoners under simple imprisonment. - Nothing in this Chapter applies to prisoner under sentence of simple imprisonment. The supply of clothing to under-trial, remand prisoners and civil prisoners is provided for in Chapters XXXVII and XXXVIII respectively.

CHAPTER – XXIV

VOCATIONAL DEVELOPMENT PROGRAMMES AND TRAINING, CONVICT LABOUR AND PRISON INDUSTRIES

PART – A

VOCATIONAL DEVELOPMENT PROGRAMMES AND TRAINING

439. VOCATIONAL DEVELOPMENT PROGRAMMES AND TRAINING. -

(1) **Vocational training and skill development programmes shall be treated as essential features of Prison correctional programmes. The objectives of such programmes shall be as follows: -**

- (i) Imparting discipline and work culture among inmates.
- (ii) Developing right attitudes towards work and dignity of labour.
- (iii) Promoting:
 - (a) physical and mental well-being of inmates;
 - (b) proper development of mind through intelligent manual labour;
 - (c) spirit of fellowship and a cooperative way of living; and
 - (d) a sense of group adjustment.
- (iv) Developing the capacity for sustained hard work.
- (v) Building habits of concentration, steadiness, regularity and exactness in work.
- (vi) Imparting and improving work-skills.
- (vii) Awakenning the self-confidence and self-reliance of inmates.
- (viii) Training and preparing inmates for achieving lasting social re-adjustment and rehabilitation.
- (ix) Imparting an occupational status and thus creating a sense of economic security among inmates.
- (x) Keeping inmates usefully employed in meaningful and productive work.

- (xi) Preventing idleness, indiscipline and disorder amongst them.
- (xii) Maintaining a good level of morale amongst them and thus promoting a sense of self, as well as institutional discipline among them.

(2) Policy of the Government. - There shall be a policy framed by the Government for skill development programmes and vocational training of prisoners, the employment and production policy in prison shall be designed to cater to the needs of prisoners coming from both rural and urban areas. The emphasis should be on the kinds of skills and jobs that would ensure employment, or self-employment once the inmate is released from prison.

(3) A Board of Skill Development Programme and Vocational Training, under the Chairmanship of Director General of Prisons and Correctional Services, shall be set up at the Prison Headquarters and vested with full fiscal and administrative powers. The Board shall,-

- (i) plan and implement programmes of skill development and vocational training;
- (ii) arrange funds required to run such programmes;
- (iii) fix a policy of production;
- (iv) examine the economic aspects of the skill development programmes;
- (v) put Prison skill development programmes on a sound commercial footing;
- (vi) ensure coordination at all levels;
- (vii) evaluate the performance of the skill development programmes each institution;
- (viii) introduce practices and procedures of modern management of production;
- (ix) guide, supervise, direct and control all matters relating to institutional skill development programmes and vocational training;
- (x) organise workshops in after-care homes for discharged prisoners; and
- (xi) promote marketing of prison products;

(4) The Government departments, quasi-Government organizations, co-operatives and public undertakings shall purchase articles produced in prison industries as per requirements from the Department of Prisons and Correctional Services.

(5) Vocational Training.- Vocational training programmes in self-employing trades and occupations shall be organized in every central and district prison for employable convicts.

(i) Such programmes shall be open to under-trial prisoners who volunteer to undergo such training after testing their vocational ability.

(ii) Wherever possible in larger Prisons, an Industrial Training Institute should be established and where it is not possible to establish one, the help of local Industrial Training Institutes could be obtained in training the prisoners.

(iii) The Prison shall have adequate staff for efficient organization of various training projects. It should be properly equipped with training aids and classrooms for conducting multifarious projects to suit the training needs of its inmates.

(iv) The Prison shall have a properly defined organization for training projects in terms of formation of homogeneous groups and setting down routine and time schedule of projects.

(v) The cost incurred in the training projects, expenditure on staff, equipment and material, should be treated as essential investment for the purpose of training and resettlement of offenders.

(vi) Special emphasis shall be given to vocational training of young offenders, young adult offenders, and others who may derive benefit from the training projects

(6) Vocational training programmes should be designed to suit the needs of prisoners sentenced to short, medium and long-term imprisonment.

(7) On the completion of vocational training courses, inmates should be examined by the Department of Technical Education and on passing the examination they should be awarded a regular Certificate/Diploma by that department.

(8) As a measure of incentive, inmates demonstrating good progress in skill development programmes and vocational training should be allowed to visit important undertakings and other Government owned industries.

(9) The Prison industry shall be given preferential treatment in the matter of granting permission to run various industrial/production units by the State Government.

(10) The executive and supervisory personnel shall be given training in modern methods of management.

(11) Diversification of programmes of vocational training shall be given due priority when the Master Plan for diversification of skill development programmes is designed.

(12) Employment of prisoners. - Apart from convicts, under-trial prisoners, who volunteer to work, shall also be employed on skill development programmes and be given vocational training in their enclosures. The under-trial prisoners employed in the prison industry, or agriculture, should be given fair and equitable remuneration on the same scale as prescribed for convicts. They should also be given laboring diet and other facilities. Under no circumstances should under trials and remand prisoners be allowed to interact with convicted prisoners.

(13) The skill development programmes shall also include essential institutional maintenance services like culinary, sanitary and hygienic services, Prison hospital, other Prison services, repairs and maintenance service prisoners may also be employed in the service of maintenance and construction of Prison buildings, for which they will receive adequate remuneration or wages in accordance with the rules of the Public Works Department.

(14) Prison skill development programmes shall consist of services required by the community such as construction work, masonry, carpentry, plumbing, electric fitting, tailoring, fabrication of ready-made garments, leather work, driving, Prison servicing, agriculture, horticulture, dairy, poultry, floriculture, maintenance of diesel engines, maintenance of electric pumps, tractor repairing, automobile servicing and repairing, cane work, basket making, pottery, book binding, typing, computer-operating, handicrafts, stenography, cloth printing, embroidery, hosiery, bakery, napkeen making, paper making, printing, tailoring, weaving, soap making, candle making, toy making, sewing machine repair, food processing, etc.

(15) Every inmate shall be given training and work experience in the use of hand tools in different services, jobs and production units.

(16) No consideration of profit or convenience shall be permitted to influence the class or form, of labour which any convict sentenced to undergo rigorous imprisonment is at any time required to perform. It shall be fixed with reference solely to the health of the convict and the regulations of the prison regarding the employment of prisoners.

(17) In every prison there shall be a separate and properly organized maintenance workshop to repair the machinery and equipment in time and to prevent breakdown.

(18) (A) Products manufactured by prison industries shall be varied or changed depending on market trends and demands.

(B) Various products of prison industries shall be standardized. A handbook containing details of standardization, and the manufacturing process of various production units, should be prepared for the guidance of personnel.

(19) Catalogues of standardized products of prison industries shall be prepared for securing orders from the market for various production units.

(20) Showrooms shall be opened outside the prison gates, and at other places, for promoting sale of products of Prison industry. A brochure should also be kept in which information is provided to the public about the products being sold along with their rates.

(21) prisoners who have been discharged and are found suitable shall be employed in show rooms and Prison product outlets, as far as possible.

(22) Targets of production for prison industries. - The targets of production for each unit for the ensuing year should be fixed in accordance with the employable inmate population and production potential of the unit. These targets should be communicated to the respective institutions in advance. The unit production, according to the target, should be reviewed on a monthly basis.

(23) It should be the responsibility of the Superintendent to meet the targets of production as set above.

(24) The task sheet of each prisoner shall correctly be maintained by the technical personnel in-charge of the production units.

(25) Periodical medical examination of prisoners, working in production units having hazards of occupational diseases, should be carried out.

(26) Hours of work for each group of prisoners shall be prescribed in accordance with the programme content of each institution, but total hours of work should not exceed eight hours in a day.

(27) A daily time schedule shall be worked out for each institution.

(28) prisoners may not be allowed to work in the production unit after the locking time unless absolutely necessary.

(29) Execution of work for outside agencies. - Private parties/industrial units can be allowed to approach Prisons to get their manufacturing work done by prison labour inside the prisons, if capacity and know-how for such manufacture is available. It should be ensured that appropriate wages and other expenses are paid by such private parties and industrial units.

PART-B

CONVICT LABOUR AND PRISON INDUSTRIES

440. Selection of employment for convict. - (1) When the Chief Medical Officer has certified the class of labour for which a convict is fit, the Classification Committee shall determine the particular employment to which such convict shall be put. If it is found that the initial allotment of work was not suited to the abilities of a prisoners, the Classification Committee shall consider the question of re-allotment of work.

(2) Sick and convalescent prisoners shall be exempted from work as per recommendations of the Chief Medical Officer.

(3) Women prisoners during pre-natal and post-natal periods shall be exempted from work as per the recommendations of the Chief Medical Officer.

(4) All prisoners who are classed as fit for medium or light labour only shall, once a month, be produced before the Classification Committee with the recommendations of the Chief Medical Officer so as to examine them with a view to their re-classification if necessary. Such changes shall be recorded first by the Jailer in the History Ticket and signed by the Superintendent and then copied by the Assistant in remission section in the remission sheet. If any prisoner passed for hard labour, subsequently becomes permanently unfit to perform it, such case shall be placed before the Classification Committee with the remarks of the Chief Medical Officer and the revised labour to which the prisoner is fit shall be similarly recorded by the Jailer in the History Ticket and signed by the Superintendent.

(5) In allocating labour, requirements of the institution for prison services shall be considered on priority basis. Other assignments for work and production shall be given the next preference according to the requirements. Such adjustment shall always be made at the discretion of the Superintendent as may be necessary, from time to time.

(6) Possibilities of employing prisoners, especially long termers and lifers, in different sections with a view to impart multiple skills, shall be considered so as to increase their chances of entering an occupation or trade after their release.

441. Allowance for social status. - The Prison tasks including conservancy work shall be allotted at the discretion of Classification Committee with due regard to the capacity of the prisoner, his education, intelligence and aptitude and so far, as may be practicable with due regard to his previous habits.

442. Frequent change of work to be avoided.- Frequent change of work, except on medical grounds shall be avoided, but the same form of hard labour shall not be indefinitely exacted and sedentary work shall as far as circumstances permit, be occasionally changed for work involving more general movement.

443. Facilities at the working places. - The following facilities may be provided at places where prisoners work namely: -

- (a) Protection from heat, cold, rain, dust, smoke, fumes, gases and chemicals;
- (b) Adequate ventilation and light;
- (c) Drinking water;
- (d) Urinals and latrine facilities;
- (e) Washing facilities;
- (f) First-aid facilities.

444. Labour not to be exacted on certain days.- (1) No prisoners shall ordinarily be required to perform any labour other than such as may be necessary of the conduct of the internal management and domestic economy of the Prison or to meet any call of emergency, on any of the following days, namely, Sunday, Christmas day, Good Friday, Mahatma Gandhi's Birthday, Ramzan, Pongal, Deepavali, Ayudha Puja, Bakrid, Independence Day, Republic Day, May Day, Tamil New Year Day and any day declared by the Government to be a public Holiday under the Negotiable instruments Act, 1881 (Central Act XXVI of 1881).

(2) No Jewish prisoner shall be required to labour on Saturday; the Jewish New Year (two days) the day of Atonement; the first and last days of the Feast of Tabernacles (Two days each); the feast of the Passover (four days) and the feast of Pentecost (two days) provided he elects to labour on Sundays and other holidays referred to in the above sub-rule.

(3) On days on which labour is not exacted from convicts, those not employed on any domestic or other duties connected with the management of the Prison shall be locked in wards or cells, unless there is reason to leave them outside on account of recreational or cultural activities or if they are otherwise engaged in washing their clothes and the like as admissible under rule 278. In any case, there shall be proper vigilance to ensure that none is misusing the holidays.

(4) The Director General of Prisons and Correctional Services may, with the previous sanction of Government, exempt all or any particular class of prisoners, from labour on any day or days other than those specified in sub rules (1) and (2) of this rule.

445. Shifts for prisoners doing night duty. - (1) Excepting prisoners working in the kitchen during night hours and those doing night patrol work inside the barracks and hospital, prisoners shall not be required to work after lockup. prisoners working in the kitchen during night hours shall not ordinarily be required to work in the subsequent day shift.

(2) prisoners during night patrolling inside the barracks shall not be required to do more than two hours patrol duty at one time. Rotation of patrol duty shall be so arranged that the prisoners doing night patrolling get enough rest.

446. Convict not to be employed on certain works. - Unless with the special sanction of Government, the employment of convict on local or municipal roads or works or any other form of work except such as is performed on the Prison premises and for Prison services, is prohibited.

447. Restrictions on extramural employment of convicts. (1) Without the sanction of the Director General of Prisons and Correctional Services, no convict shall at any time be employed on any labour outside the walls of the prison, or be permitted to pass out of the prison for the purpose of being so employed, -

(a) unless a prisoner, who falls within rule 241(1) of these Rules has undergone not less than 3 years of sentence excluding remission and if the unexpired portion of the sentence still to be undergone exceeds 5 years excluding remission.

(b) unless he has undergone not less than one-fourth of the substantive term of imprisonment to which he has been sentenced;

(c) if the unexpired terms of substantive sentence, together with imprisonment (if any) awarded in lieu of fine, still to be undergone exceeds two years:

(d) if any other charge or charges are pending against him or he has to undergo a period of police surveillance on the expiry of his sentence;

(e) if he is a resident of foreign territory; and

(f) if he is of a bad or dangerous character, or has at any time escaped or attempted to escape from lawful custody.

(2) In every case in which a convict is employed on any labour outside the walls of the prison, or is permitted to pass out of the Prison for the purpose of being so employed, it shall be subject to the condition that the Superintendent has sanctioned his employment outside the prison and recorded the fact of his having done so in the prisoners' history ticket.

Explanation (1).- When there are more prisoners eligible for employment outside the Prison than are actually required, casuals and men with the shortest unexpired terms should be selected in preference to others.

Explanation (2).- This rule shall not apply to Borstal Schools for which special rules have been framed.

Explanation (3).- The Deputy Inspector-General of Prisons may exercise the powers of the Director General of Prisons and Correctional Services for the purpose of this rule.

Explanation (4).- Rule 668 deals with employment of convicts on dangerous work.

448. prisoners on extramural work.- Isolated employment of prisoners while on extramural labour is strictly prohibited. prisoners working on extramural work must work together in gangs. The Official in charge of the gang shall be responsible to see that they are subject to the same discipline as when employed inside the Prison.

449. Female convicts to work outside female prison. - Female convict may be employed outside the female prison with the supervision of the female staff subject to the fulfilment of the conditions prescribed in rule 447.

450. Tasks for females, young prisoners and convicts attending School. - Female prisoners shall ordinarily be employed in cooking or in the preparation of articles of food, such as pounding, husking, or shifting grain and the like, but shall not be employed in grinding grain except as a punishment. Whenever possible they shall be given instruction in needlework such as knitting and the like and such other domestic industries as will be useful to them after release. The task to be imposed on any female or young convict shall not exceed three fourths of the tasks for hard labour prescribed in respect of adult male convict. In estimating the tasks for adolescent and for other prisoners attending School, the time occupied in instruction and physical training shall be deemed to be occupied in labour for the purpose of sub-section (1) of section 35 of the Prisons Act, 1894 (Central Act IX of 1894).

451. Allotment of labour in cases not generally provided for. - (1) When any form of labour not specified in the table of tasks as prescribed in Appendix V is performed by any convict, or the form of labour is mentioned but a definite task is not given, the Classification Committee shall, with due regard to the capabilities of the convict, fix what they consider to be a fair task when this admits of being done.

(2) Whenever a convict declared fit for hard labour, is for unavoidable causes employed on a form of labour which is classed as medium or light, the task may, under the directions of the Classification committee be increased to an extent which in their opinion the convict is capable of performing within the stipulated working day;

Provided that ordinarily no convict passed as fit for hard labour shall be placed on medium or light labour and no convict passed as fit for medium labour shall be placed on light labour, so long as labour of the description he is declared capable of performing, is available.

(3) The form of labour and the amount of the task, together with every change of work shall be noted on the history ticket of every convict against the initials of the Officer responsible for making the entry.

452. Time to be given to acquire skill. - Whenever a convict is given work to perform which requires skill and with which he is unacquainted, or imperfectly acquainted, he shall be allowed a reasonable time to acquire the necessary knowledge and expertness (with due regard to his intelligence and capabilities), before a full task is enacted from him. The task he is set to begin with and every subsequent increase shall be noted in the history ticket against the initials of the Superintendent or Jailer.

Explanation. - The time taken to acquire skill of any kind necessarily depends on the nature of the work, and the intelligence of the convict, and varies from a few days in the case of simple industries, to several months in the case of expert weaving or carpet making and the like. As a rule, a small task to begin with shall be increased at intervals of a week or fortnight according to circumstances.

453. Watch on the work after assignment. - After the assignment of work to prisoners who have a sentence of six months and over, the prisoners conduct and work shall be closely watched by the instructor or Jailer in charge and record, made in his History Ticket in the appropriate place. For this purpose, he may secure information from the subordinates in addition to his own. The History Ticket of every prisoner shall be scrutinized by the Classification Committee once in three months so that any change of work or treatment could be affected, if necessary.

454. Factors to determine standard task. - While fixing standard task, the following factors shall be taken into consideration, namely: -

- (i) conditions of equipment, tools and implements of productions;
- (ii) type and quality of raw materials;
- (iii) content and analysis of the product or job;
- (iv) specification, pattern and quality of the Product;
- (v) labour and skill required for the product of job;
- (vi) break-up of separate operations involved in the product of job;
- (vii) determination of the needs of each operation;
- (viii) estimate of number of man-hours needed for each operation;

(ix) the average ability of a prisoner shall be taken in assessing the standard task rather than the average ability of a worker outside. Charts shall be displayed in workshops indicating prescribed task, for the guidance of the prisoners and staff members.

455. Inspection of work places. - The Superintendent shall, along with the Chief Medical Officer, periodically inspect the factories, workshops, and areas where prisoners are required to work to ensure that minimum standards are properly maintained. Superintendent shall record the result of his inspection in his journal.

456. Compensation to prisoners who meet with occupational injuries, death etc.- (1) In case a prisoner while employed in a prison job or task, in spite of having taken all reasonable precautions meets with an accident resulting in physical or mental disability, or serious injury or death, or loss of health due to occupational diseases as certified by the Chief Medical Officer of the prison, suitable compensation as may be decided by the Government shall be paid to the prisoner or to his dependents as the case may be. The amount of compensation to be paid shall be in accordance with the rates specified in Schedule I to the Employees Compensation Act, 1923 (Central Act VIII of 1923).

(2) The Superintendent shall in such a case submit a report in Form XVI prescribed in rule 24 of the Tamil Nadu Employees Compensation Rules, 1924 with his recommendations to the Director General of Prisons and Correctional Services. The Director General of Prisons and Correctional Services shall forward the report of the Superintendent with his recommendation to the Government for orders.

457. New industry to receive Director General of Prisons and Correctional Services' sanction. - No new industry shall be started in any prison without the previous sanction of the Director General of Prisons and Correctional Services.

458. Disposal of Prison manufactures.- (1) The first object to which prison industries shall be devoted is the supply of Prison requirements. When these are satisfied, prison industries shall be adopted as much as possible to meet the requirements of other Government Departments of this State and these departments are bound to obtain articles which they require from prisons provided that the articles supplied by the prison are of the same quality and available at the same price as the prevailing in the open market. It is only when these sources of employment are exhausted that prison industries shall be devoted to producing articles for general sale.

Explanation: For the obligations of State Government departments in the matter of Prison industries the procedure laid down in the Tamil Nadu Financial Code Volume I and the orders of Government issued, from time to time, shall be referred to.

459. Advice on Technical matters. - The Officers of the Department of Industries shall furnish free of cost, when called upon to do so, any expert advice that may be required by Prison on technical matters of equipment and management of industries.

460. Purchase from prison obligatory on consuming Departments. - The purchases from prisons of textiles of all kinds, certain articles of furniture, sandals and miscellaneous articles of stationery shall be obligatory on consuming departments of Government in the order of preference or otherwise as may be ordered by Government, from time to time.

461. Specifications of articles to be standardized. - Specifications of articles required by consuming departments of Government shall be standardized in consultation with the Director of Industries and Commerce and shall not be changed without the sanction of Government.

462. Committee to decide difference of opinion as to standard. - In all cases of difference of opinion as to whether an article is up to the required standard, or not, a committee shall be convened consisting of a representative of the consuming department, one of the Department of Prisons and Correctional Services, and a referee with technical knowledge of the manufacture of the article in question; the opinion of the expert Officer of the Department of industries shall be final.

463. Uniforms of Government Department Officers. - Departments of Government which require articles of uniform to be made up for their Officers shall give prisons the first preference of contracts for making them up from materials supplied.

464. All connected work to be done. - If the Department of Prisons and Correctional Services undertakes the making up of uniforms for Government departments in any year, it must be prepared to do all the work required of it, so that the other departments concerned may not be put to the necessity of having to pay more on their orders by dividing them between prisons and private contractors.

465. Standing price list to be compiled. - The Director General of Prisons and Correctional Services shall cause standing price list of all prison made articles likely to be required by all-consuming departments to be compiled, revised from time to time and circulated to all heads of departments for information.

466. Intimation of requirements by consuming departments. - Consuming departments of Government shall intimate their requirements sufficiently in advance at the beginning of the official year.

467. Selection of industries. - Prison industries shall be as far as possible concentrated so that the whole supply of any single article shall be produced in a single prison and not distributed among several. Multifarious industries in a single prison are objectionable and in each prison one large industry shall, if possible be developed, and every effort made to provide the best available instruction in up-to date methods of labour so as to enable the prisoner to command a living wage on release.

468. Prison labour to supply prison needs.- Every advantage shall be taken of convict labour in executing repairs or new works, and no articles for prison use which the prisoners can manufacture shall be purchased in the local market.

469. Performance of menial offices. - All menial offices in the prison shall, as far as possible be performed by convicts.

470. Restriction of number of convicts empowered as menials. - The proportion of prisoners employed as prison servants, namely cooks, barbers, water carriers, cleanliness work and the like and hospital attendants shall not exceed fifteen per cent of the total number of prisoners in prison except during epidemics when the number may be increased on the requisition of the Chief Medical Officer, the action taken being duly report for the sanction of the Director General of Prisons and Correctional Services.

471. Sweepers and water carriers for official quarters. - (1) A small number of convict sweepers and water carriers, which shall in no case exceed eleven including one convict Officer not below the rank of overseer, may under the written orders of the Superintendent, be detailed to keep clean, and to assist in supplying water to the quarters occupied by subordinate prison officials, residing on prison premises. The duties performed by this gang shall be restricted to: -

(i) Sweeping the compound; and

(ii) Supply of water.

(2) Gardening or cooking in any form, boiling of water or any other domestic service beyond the mere delivery of water is prohibited.

(3) No water carrier shall be permitted to enter the house of any subordinate official, but shall deliver the water at the door, and no sweeper shall be permitted to enter any part of the house, other than the bath room or latrine, and then only for such limited period as may be necessary to enable him to perform his duties. No prisoner shall be left at the quarters when the gang is removed.

(4) The Superintendent shall be responsible that the number of convicts employed under sub rule (1) of this rule is fixed at the minimum number requisite and that the employment of the gang is restricted to such definite hours of duty as are absolutely necessary for the performance of the work.

(5) If the privileges accorded under this rule are being abused, the Superintendent shall withdraw them altogether.

(6) Except as permitted by this rule, no prisoner shall at any time be employed by any Officer of the Prison or other person on private work of any kind, except such as may be carried on in the ordinary course of any prison industry, with the knowledge and permission of the Superintendent and subject to the payment of the full charges for such work.

472. Employment of prisoners as clerks. - The employment of prisoners as clerks in the prison office or store rooms is prohibited. A convict orderly, or sweeper, may be employed, but care shall be taken that no prisoner is given any form of clerical work or allowed access to any prison papers or records. prisoners able to read and write English shall not be employed as convict orderlies in the prison office or any of the store rooms.

473. Wage Earning Scheme. - In a prison where the wage-earning scheme is introduced, the procedure as prescribed in rules 474 to 484 shall be followed.

474. Wage not a right. - Wages cannot be claimed as a matter of right by prisoner. Wages are incentive granted to prisoners for the performance of prescribed quantum of work in the prescribed manner and time, satisfactorily.

475. Eligibility for employment. - (1) The following prisoners shall be eligible for employment under the wage-earning scheme, namely: -

(i) All prisoners sentenced to rigorous imprisonment for not less than three months;

(ii) All prisoners sentenced to simple imprisonment for three months or more and who opt to work; and,

(iii) prisoners who are physically fit and found totally fit for hard labour by the Chief Medical Officer and also by the Classification Committee shall be included, subject to the terms contained in clauses (i) and (ii) above.

(2) The following prisoners shall not be eligible for employment under the wage-earning scheme, namely: -

(i) Such of the prisoners, who may be declared unfit for inclusion on account of other factors at the discretion of the Classification Committee.

(ii) Political prisoners and other prisoners who are not expected to work under the rules.

(iii) Sick and infirm prisoners; and

(iv) prisoners undergoing such prison punishments as to prevent them from any employment.

476. Training. - prisoners selected for employment under the wage-earning scheme shall be given preliminary training in particular trades for a period of three months and they shall be paid wages as applicable to unskilled labourers till the Classification Committee reclassify them to the next category.

477. Classification. - (1) For the purpose of payment of wages, the prisoners shall be classified into 3 categories for the purpose of labour as defined below:-

(i) 'Skilled' means those employed on work which involves either physical or mental or both kinds of skill in its execution and cannot be accomplished by ordinary labour with proficiency without sufficient skill.

(ii) 'Semi-skilled' means those engaged on task which cannot be performed by untrained hands but which can be executed with some training and practice, but does not require any strict standard of precision.

(iii) 'Un-skilled' means those engaged on task which does not require any skill or training.

(2) Classification of each prisoner eligible for employment, on various industries and trades allocated to each prison shall be made in accordance with the categories by the Classification Committee in accordance with the nature of work on which the prisoner is employed.

(3) The task shall always be fixed at a fairly high level.

(4) If the prescribed task of the standard quality is not accomplished, the prisoner shall not be eligible for wages.

478. Amount and the method of payment of wages. - (1) The wage for skilled, semi-skilled and unskilled shall be as fixed by Government once in five years on the recommendation of the Wage Fixation Committee consisting of the following members namely: -

(i) Deputy Secretary to Government, Home Department, Chennai.

(ii) Deputy Secretary to Government, Finance Department, Chennai.

(iii) Inspector- General of Prisons, (Headquarters), Chennai.

(iv) Chief Metropolitan Magistrate, Chennai.

(v) Joint Commissioner of Labour, Chennai.

(vi) Additional Director of Industries and Commerce, Chennai; and

(vii) Director of Industrial Safety and Health, Chennai.

(2) The wages shall be paid to workers of various categories on the basis of the task prescribed in Appendix V.

Illustration (1): A daily task sheet in Form No.122 shall be kept for noting the particulars of each prisoner, such as the nature of task on which employed, the standard task prescribed, the task actually done and the wages earned. Entries shall be daily made in these sheets by the foreman concerned which shall be duly attested by the Assistant Jailer concerned. It shall be the personal responsibility of the Additional Superintendent to ensure that this is done every day.

Illustration (2): For works spread over for more than one day which are incapable of satisfactory measurement until completion (example making a table), entries shall be completed as soon as the item of work is over.

479. Utilizing wages earned. - (1) Wages earned, by the prisoners shall be apportioned as follows: -

(i) 80 % of the wages earned shall be credited to the prisoners Cash Property Account; and

(ii) 20 % of the wages shall be credited to Prison Fund to be paid to the victims.

(2) The prisoners shall be permitted to draw for purchase of articles required for his personal use such as, soap, oil, etc. The list of the articles required shall always be got approved by the Superintendent.

(3) No prisoner shall be permitted to transfer his earning at credit to another prisoner.

(4) In case violation of condition of ordinary leave, the wage already earned or to be earned by the prisoners shall be attached towards the recovery of an amount equal to the surety suspending the option referred to in sub-rule (1) above till he returns back from leave or till the surety amount is recovered, if there is violation of condition of ordinary leave.

(5) If the wages earned by the prisoner are not credited into his Cash Property Account due to administrative reasons on release of the prisoner, he shall be informed in writing, in the presence of the Jailer that the earning remind, due to him will be paid to him after the amount is drawn and credited into his account. After the amount is drawn and credited into his account, it shall be sent to him, by money order, to the address given by the prisoner, at the time of his release. The Jailer shall be responsible to see that the wages due to the prisoner on his release is sent to the correct address, as furnished by the prisoner at the time of his release and also care shall be taken that there is no misuse or abuse of this process.

480. Utilization of prison labour under the Wage Earning Scheme.- (1) Prison labour shall be utilized under the scheme for: -

(i) the essential and maintenance service in prisons which shall not exceed 15 per cent of the prison average strength;

(ii) the production of articles required for use of all the consuming departments and the public;

(iii) the agricultural activities on farm lands attached to prisons including dairy, poultry and horticulture;

(iv) the erection and repair of all prison buildings and for operation of materials for the same; and

(v) any other work which the Director General of Prisons and Correctional Services may direct.

(2) The prisoners engaged in maintenance service excluding convict warder shall be rotated once in a quarter into the manufactory section.

(3) The prisoners may be given work throughout the year so that they can earn sufficient wages to achieve the objective of reformation and rehabilitation.

481. Duties of technical staff. -The technical instructional staff shall be responsible: -

(i) to ensure the achievement of the monthly target in his respective industry.

(ii) to control and supervise production at all stages with regard to consumption of raw materials according to the prescribed scale as well as quality.

(iii) maintenance of task boards and bring to the notice of the Jailer any person who has not done the prescribed task; and

(iv) to guide and train prisoner allotted to each work or trade under his charge.

482. Duties of the Jailer and the Additional Superintendent with regard to Wage Earning Scheme. -

(1) The Jailer shall be responsible for the following, namely: -

(i) Allotment of task to each prisoner in respect of each industry and maintenance of task boards and daily verification of task done by each worker and incorporation of the aggregate task done by each prisoner once a week in his number roll for the purpose of payment of wages;

(ii) Supervision of production of all stages, including consumption of raw materials in accordance with the specifications and the scale prescribed;

(iii) Daily supervision over the work of technical personnel engaged in respect of each industry; and

(iv) Inspection and passing of finished products before they are sent to the stores from the factory.

(2) The Additional Superintendent shall verify and be responsible for the proper maintenance of the records connected with the scheme and for its proper implementation. The overall responsibility shall rest with the Superintendent.

483. Maintenance of accounts and records. - (1) At the end of the month, the wages earned by each prisoner shall be worked out on the task sheets by the Accounts Branch and Checked by the Accountant. The wages earned shall be abstracted in the wages register in Form No. 123.

(2) The total earning of the prisoner shall be carried over from the wages register into his personal ledger accounts. Personal ledger accounts shall be kept in separate volumes for 100 entries and the index shall be according to convict number (PID number). In April of every year, fresh ledgers shall be opened. After the postings, the task sheets shall be bundled ledger wise and filed carefully which shall be subjected to both internal and Accountant Generals audit.

(3) The total amount of monthly wages as per column wise total of the wages register shall be drawn from the Treasury in fully vouched contingent bill. The amount shall be drawn in two parts, namely, 80% of wages payable to the prisoners and 20% of the wages to be credited to the Prison Fund by book adjustment.

(4) In view of the large amount involved, the balance in the prisoners' cash property register shall be reconciled with the Treasury once in every month and the Accountant shall be responsible for its proper reconciliation under the supervision of the Additional Superintendent.

(5) The 80% of wages payable to the prisoners shall be credited into the personal Deposit Account maintained by the Superintendent.

(6) The 20% of the wages deducted for being credited to the prison fund shall be credited into the separate Personal Deposit Account for the payment of victim compensation.

484. Head of Account. - The expenditure on account of wages to prisoners under the wage-earning scheme towards their services to the maintenance and manufacturing Department shall be met from the provision under "2056-00-101-jails -AE. Wage Earning Scheme to prisoners – 30201-wages-01 wages (IFHRMS DP Code No.2056-00-101- AE-30201.)

CHAPTER - XXV

PRISONERS PROPERTY

485. Disposal of property other than money. - The property other than money delivered with or found on prisoner on admission, or subsequently sent to him through the Superintendent shall be dealt with according to the following provisions, namely:

(a) Prohibited articles such as tobacco, snuff, opium, ganja any other drug or liquor, obscene pictures or literature shall be destroyed.

(b) Perishable articles shall be sold and the proceeds credited to prisoners cash property.

(c) If the clothing of a prisoner is so damaged or filthy as not to be worth-keeping, or fit for sale, it shall be destroyed.

(d) If the Chief Medical Officer considers that, there are objections from the sanitary point of view to the retention of a prisoner's clothing, or if a prisoner on admission is suffering from any infectious or contagious disease, the clothing shall, under the written direction of the Chief Medical Officer, be destroyed.

(e) The clothing of every prisoner sentenced to a substantive term of rigorous imprisonment of three years or more shall, if not liable to be destroyed under the preceding provisions, be sold on confirmation of the sentence or expiry of the time allowed for appeal and the proceeds dealt with under rule 489 provided that should the prisoner be required to attend a Court as a witness or as an accused, his clothing shall not be disposed of until no longer required in this connection.

(f) In other cases, the clothing of a prisoner sentenced to rigorous imprisonment as also the excess or surplus clothing of an 'A' class prisoner, if it is not possible to return the same to the friends or relatives of the prisoner, shall be washed, tied up in a bundle and stored. The Superintendent may issue 14 grams of washing soda to each prisoner on admission and on discharge to wash his clothing.

(g) Metal vessels and other non-perishable and bulky articles shall be included in the clothing bundle. Jewelry or other valuable property shall be made up into a separate packet which shall be sealed by the Assistant Jailer in the presence of the Superintendent and the prisoner.

(h) Every packet and bundle shall be labelled with the number and name of the prisoner to whom it belongs, together with the date of release, and shall be kept by the Assistant Jailer, arranged according to the date of release or number. He shall be responsible for the safe custody of the articles entrusted to him till they are returned to the prisoners on their discharge.

(i) Only such property shall be kept as can be conveniently stored. If livestock or cumbersome articles, such as charpoy and the like are brought or sent to the prison for the prisoner, they shall be handed over to the

prisoner's friends or relatives, if the prisoner so desires otherwise, they may be sold and the proceeds credited to prisoner's cash property.

486. Periodical verification of prisoner's valuable property. - The Superintendent shall verify the prisoner's valuable property in the custody of Assistant Jailer not less than once in three months and even frequently if necessary.

487. Responsibility of all Prison Officers. - All prison Officers are liable, in view of rules 29(3) and 136, to make good any loss to Government occasioned by failure to comply with these rules or neglect of duty in connection therewith. This direction applies to articles of civil stores also.

488. Grant of permission to receive property from outside. - The Superintendent shall always use his discretion properly to grant permission to the prisoner to receive any property from outside.

489. Disposal of money. - Cash property found on the person of prisoners at the time of their admission to prison shall be remitted into the Treasury to be credited to a personal deposit account opened after following normal procedure in the name of the Superintendent of the Prison concerned vide item 12 of part IV of Appendix 19, Tamil Nadu Financial Code Volume. I. Repayments which it is not found convenient to make from the personal deposit account shall be made from the permanent advance of the prison in the first instance. It is the responsibility of the Accountant or Office Superintendent (Accounts) to ensure that there is no delay in the remittance of prisoner's cash property and it is not utilized for other purposes. The permanent advance may be recouped when found necessary by drawing a cheque for the amount disbursed on the personal deposit account at the treasury in Form No.32.

490. Maintenance of accounts. - (1) There shall be a separate cash book in form 5 of the Tamil Nadu Treasury Code for accounting the cash of prisoners received on admission and on subsequent occasion by money order or from the relatives of the prisoners.

(2) There shall be a separate individual ledger book called "prisoners Cash Property Register" in Form No. 124 for convicted prisoners for maintaining day to day cash transactions of each prisoner separately. A similar individual ledger book shall also be maintained separately for the under-trial prisoners. These registers shall be signed by the Superintendent while checking cash book. Every day's balance in the prisoner's cash property as accounted for in its cash book shall be indicated in the abstract of the Main Cash Book also.

(3) The Superintendent shall maintain an Abstract Register of prisoners Cash Property in Form No. 125 for operating the prisoners' cash property. It shall be written as and when transactions take place and checked and initialed by the Superintendent invariably along with the cash book. At the close of every month, an abstract shall be drawn, checked and signed by the Superintendent.

(4) The Treasury Schedules shall be obtained by 10th of each month and the balance shown in the Treasury Schedule and the Abstract Register of prisoner's Cash Property shall be reconciled. The difference, if any, shall be brought to the notice of the Treasury Officer and got reconciled.

(5) The prisoner's cash property shall also be reconciled for the financial year with reference to the individual ledger account, the Abstract Register of prisoner's Cash Property and the Treasury Schedules before 15th April and a certificate of reconciliation shall be submitted to the Director General of Prisons and Correctional Services.

491. Deposit of cash of prisoners in the Bank account. - prisoners of all classes may deposit their cash property in the Post Office Savings, Bank Account or Fixed Deposit or Savings Bank Account of any one of the Nationalized Banks if they so desire subject to the following conditions, namely: -

(i) The amount to be deposited shall not be less than Rs. 1000/- (Rupees one thousand only) for Savings Bank Account either in a Post Office or Nationalized Bank and in the case of fixed deposit in a Nationalized Bank, the amount shall be in multiples of hundred only;

(ii) Forms presented by the prisoner for the withdrawal of money from the above said Savings Bank Account or Fixed Deposit Account shall be countersigned by the Superintendent or the Additional Superintendent of the respective Prison; and

(iii) Withdrawal of money from Savings Bank Account by the prisoners shall be permitted only once in a month.

492. Record of prisoner's property. - An entry shall be made in the proper column of the Admission Register, in Form No.125 describing the property delivered with or found on a prisoner on admission, or that may be afterwards received upon his account. Such entry shall specify the nature of the property, the number or quantity and the approximate value of each item. In respect of jewelry, nature of articles, its weight and cost shall be noted and signed by the prisoner and also the Superintendent. If any property is sold under rule 485, the amount of the proceeds shall be entered to the prisoner's credit in the Register, the actual money being dealt with under rule 489.

Explanation (1): The genuine value of each article must be shown. So much description of an article as will facilitate identification and prevent pilferage must be given namely whether shirt is cotton or silk, white or coloured and the like.

Explanation (2): Remuneration paid to prisoners for extra labour and wages earned under the wage earning scheme need not be entered in the Convict Register. Such earnings shall be shown in Form No.124.

493. List of property to be read over to prisoner. - When a prisoner on admission is brought before the Superintendent for verification, the latter shall check whether all money, jewelry, clothing and property brought with or found upon the prisoner have been duly entered in the Admission Register in Form No.126 in the manner above provided. These entries shall be read over to the prisoner in the presence of the Superintendent and his property shall at the same time be shown to him. If the entries and articles are acknowledged to be correct, the prisoner shall be required to sign or impress his left thumbprint in the Admission Register in token thereof. The Assistant Jailer shall also initial the entry in token of having received the property into his charge.

494. Disposal on transfer or release of prisoner.- On the transfer or release of a prisoner all property entered as is in the Admission Register shall be shown to him in the presence of the Superintendent and if he admits that it is correct, he shall be required to sign or impress his left thumb print in the Register in token thereof, and, if he is to be released, the property shall be then and there made over to him. If he is to be transferred, the Superintendent shall see that the property is correctly described in the list to be sent with the prisoner under rule 589 and if it includes valuables, the Superintendent shall have it securely sealed up in his presence for delivery to the Officer in charge of the escort. On the transfer of a prisoner, all the property shall be sent with him.

495. Circumstances when money or property of a prisoner may be delivered to his relatives or friends. - The Superintendent may, at his discretion, make over money or property belonging to a prisoner to whomsoever such prisoner may indicate provided that no property shall be made over which the prisoner himself will need on release. Whenever property is made over to others at a prisoner's request, a receipt for the property shall be taken and the prisoner's signature or left thumb impression consenting to the arrangements shall be recorded in the Admission Register in Form No.126.

496. Use of private digital transaction. - Civil prisoners shall be allowed to do digital transaction to their credit in the custody of the Office Superintendent (Accounts)/Accountant for purposes approved by the Superintendent.

497. Provision of clothing on release. - Whenever the private clothing of a prisoner has been destroyed or sold, he shall, on release be provided with a cheap cloth (not convict cloth) or in the case of 'A' class prisoners, who are accustomed to European made of dress, with a coat, a pair of trousers, braces, shirt, collar, pair of boots, hat and neck-tie. The value of the outfit supplied shall be deducted from any private money, other than batta or subsistence allowance, belonging to the prisoner and if he has none or the amount is insufficient, the cost shall be debited to Government. Any convict, whose circumstances require it, shall be supplied with suitable clothing free of charge.

498. Disposal of property of deceased prisoner and executed prisoner. - When a prisoner dies in prison his property shall be sent to the District Magistrate of the District or the Commissioner of Police in the City concerned, as the case may be, to which the prisoner belonged for disposal. The wishes expressed by any dying prisoner including the prisoner executed about his property together with full particulars shall be communicated to the concerned District Magistrate or the Commissioner of Police of the city concerned as the case may be, to trace the relations of the deceased prisoner.

499. Disposal of escaped prisoners property. - The property of an escaped prisoner shall be retained for one year from the date of his escape. If he is not recaptured within the said period of one year, the Superintendent shall on completion of one year from the date of escape, cause a notice to be sent to the prisoner, by registered post acknowledgement due for claiming his property within a specified period unless the property is one of a value of Rs.50 or less. If the owner does not claim his property within the specified time, the Superintendent shall sell the property in public auction. The other conditions contained in rule 827(2) shall equally apply to the properties of the escapees.

500. Disposal of property found after original search. - (1) Unauthorized property found on a prisoner on any occasion subsequent to the search to which he is subjected on admission shall be forfeited to the Government and the money, or the sale proceeds of any articles sold, shall be paid into the Treasury in full.

(2) The Superintendent may, at his discretion award to the Officer discovering the unauthorized property not more than one half of any sum of money so found or realized. The reward amount shall be separately drawn and paid to the concerned.

501. Transfer of property from one prisoner to another is prohibited. - The transfer of money or any other private property from one prisoner to another for any purpose whatsoever is strictly prohibited.

CHAPTER - XXVI

VISITORS

502. Board of visitors. – (1) There shall be a Board of Visitors for each Central Prison and Special Prison for Women consisting of official and Non-Official members. The functions of the Board of Visitors shall be: -

- (i) to visit the prison periodically;
- (ii) to attend to requests of inmates pertaining to their care and welfare;
- (iii) to help the administration in correctional matters;
- (iv) to monitor the correctional work in prisons, with special attention to the degree and quality of training and the effectiveness of infrastructure/ facilities in the prisons;
- (v) to suggest new avenues leading to improvement in correctional work;
- (vi) to look into individual or collective grievances of prisoners and providing redressal in consultation with the Prison authorities;
- (vii) to enter any observation in the visitor's book about their visit to the prison;

(2) The Board shall make at least one visit per quarter of the year and for this purpose, presence of three members and the Chairman shall constitute quorum.

503. Official Visitors. - The Board of Visitors shall comprise the following official members: -

- (a) The District Collector (Chairman).
- (b) The District Judge at the District level, or the Sub-Divisional Judicial Magistrate exercising Jurisdiction, at Sub-Division level
- (c) Chief Judicial Magistrate / Revenue-Divisional Officer at Sub-Divisional level.
- (d) The Commissioner of Police.
- (e) District Superintendent of Police
- (f) Director of Medical and Rural Health Services / Director of Medical Education and Director of Public Health and Preventive Medicines.
- (g) Dean of Medical College, Kilpauk, Chennai
- (h) The Joint Director of Health Services / Deputy Director of Health Services.
- (i) The Executive Engineer, Tamil Nadu Police Housing Corporation of that division.
- (j) The Executive Engineer, Tamil Nadu Police Housing Corporation at the District level, or Assistant Engineer, Tamil Nadu Police Housing Corporation at Sub-Divisional level.
- (k) The District Education Officer dealing with literacy programmes.
- (l) District Social Welfare Officer.
- (m) District Employment Officer.
- (n) District Agricultural Officer
- (o) District Industrial Officer
- (p) Director of Animal Husbandry
- (q) District Veterinary Officer.
- (r) Municipal and Corporation Health Officers.
- (s) The District Fire and Rescue Services Officer.
- (t) The Divisional Fire and Rescue Services Officer.

504. Appointment of Non-Official Visitors.- (1) The Government may fix the number of persons as they may think fit to be non-official visitors in respect of any district for the purpose of visiting the Central Prisons, Special Prisons for Women, District Jails, Special Sub-Jails and the Sub-Jails.

(2) There shall ordinarily be six non-official visitors for each Central Prison of which two shall be lady members. There shall be three lady-non-official visitors solely for the Special Prisons for Women. There shall be two non-official members for each District Jails, Special Sub-Jails, Open Air Prisons and Sub-Jails.

(3) The Director-General of Prisons and Correctional Services shall, in consultation with the Superintendents, maintain a list of non-official visitors for every district and any short fall in the number of non-official visitors when the term of any non-official visitor is about to expire, he shall appoint non-official visitors and inform the concerned Superintendent and to the District Collector of the district concerned.

(4) The non-official visitor should be respectable, non-controversial, above caste, religion, politics etc.,

(5) Every non-official visitor shall be appointed for a period of three years and shall also be eligible for re-appointment subject to the condition that the total period of his appointment as non-official visitor shall not exceed three terms continuously.

(6) The non-official visitors after their appointment must be sensitized and trained about their duties, roles and responsibilities.

(7) A non-official visitor of the Board of Visitors shall receive allowances as may be sanctioned by the Government, from time to time, for attending meetings of the Board of Visitors.

505. Visits by official and Non-Official Visitors. - (1) The Chairman of the Board of visitors shall prepare the roster to give each visitor his due turn for weekly visits to the prison and to send out an intimation card to the concerned visitor on the visits to be made by him during the next week or so. The visitor shall visit on any working day during the course of the week. There shall also be quarterly meetings of the board of visitors on such day as the Chairman may decide, which shall be attended by all official and non-official visitors. If possible, the roster shall be prepared at the time of such meetings in consultation with the visitors.

Explanation: The roster for weekly visits and the attendance at the meetings of the Board shall not apply to Officers having jurisdiction all over the State.

(2) Nothing in these rules shall prevent the visitors from visiting the prisons on dates other than those fixed by the Chairman of the Board.

(3) Except in exceptional circumstances, a visitor shall not visit the prison after lock-up or on Sundays.

506. Vacation of office by the Non-Official Visitors and the appointment of a substitute. - A non-official visitor, who is not able to attend to the duties assigned to him shall report the circumstances to the Chairman of the Board within a period of three months from the date of his last visit and in the event of his failure to report, he shall be regarded as having vacated office on the expiry of three months from the date of his last visit. The Superintendent shall keep a watch over the attendance of all the non-official visitors and shall report to the Chairman and the Director General of Prisons and Correctional Services about the absence, if any, of such members indicating the date from which they are absent, who shall, if necessary, arrange for the appointment of a substitute.

507. Cancellation of the appointment of a Non-Official Visitors. - (1) The Chairman of the Board shall recommend to the Director General of Prisons and Correctional Services for the cancellation of the appointment of a non-official visitor for adequate reasons to be recorded in writing and after affording ample opportunity to the visitor for explanation.

(2) The Director General of Prisons and Correctional Services may cancel the appointment of any non-official visitor for reasons to be recorded in writing after following principles of natural justice.

508. Escort to accompany visitor. - The Superintendent shall arrange that every visitor to the prison shall be attended by some responsible Prison Officer, as well as by an escort of two to four warders armed with batons. The escort and the Officer accompanying a visitor shall withdraw out of hearing, but not out of sight, if required to do so by the visitor, when he is questioning a prisoner.

509. Powers and duties of visitors.- (1) It is the duty of a visitor to satisfy himself that the law and rules regulating the management of prisons and prisoners are duly carried out in prisons to visit all parts of the prison and to see all prisoners and to give a patient hearing to any complaint that any prisoner may make to him. It is not the duty of a visitor to examine the correctness of convictions and sentences that are being undergone by prisoners.

(2) A visitor may call for and inspect any book or record in the prison. The Superintendent may, however, decline to produce any book or record for the inspection of any visitor if for reasons to be recorded in writing he considers their production undesirable.

(3) The Board of visitors shall meet at the prison, inspect all the buildings and prisoners, hear any complaints and receive petitions that may be preferred, inspect the prisoners' food and see that it is of good quality and properly cooked and examine the punishment book and satisfy themselves that it is up-to-date and that the procedure is properly followed. A copy of the list of questions as contained in Appendix VI to these rules shall be given to each visitor on appointment. Every visitor shall also be supplied with a printed pamphlet defining the duties of visitors.

(4) The Board of Visitors to a prison may visit the female prison collectively. Individual male visitors shall not be permitted to enter the female prison and the individual lady visitors to the male yard unless it is necessary to pass through it in order to reach the visiting yard. Lady Visitors shall have the same powers and duties as male visitors except that their functions shall extend only to the female prisoners and the female prison.

(5) The members of the Board of Visitors shall specially attend to the quality and quantity of prison diet, condition of the kitchen and hospital, availability of medicines, hospital management, medical treatment of the prisoners, sanitary arrangements, aspects of vocational trainings, literacy program and library facility for the prisoners.

(6) The Superintendent shall ensure that the prisoners lodging complaints with the visiting member or members of the Board of Visitor do not subsequently fall prey to vendetta of the accused or prison staff complained against.

(7) Following any such visits by member or members of the Board of Visitors, the Superintendent shall inform the Director General of Prisons and Correctional Services regarding the details of the visit.

(8) For the purpose of a meeting of the Board of Visitors, one official visitor and two non-official visitors shall form a quorum.

(9) Visitors to be facilitated. - All Board of Visitors shall be afforded every facility for observing the state of the prison and the management thereof, and shall be allowed access, under proper regulations, to all parts of the prison and every prisoner confined therein. They shall ordinarily not visit high security areas unless the instructions in this behalf are given by the Director General of Prisons and Correctional Services.

(10) Non-official visitors shall not visit prisoners, who are not allowed to be interviewed on medical grounds.

(11) Visits shall not ordinarily be made after prisoners have been locked for the night and on prison holidays.

(12) Visit to High Security Prison. - It shall be the duty of the District and Sessions Judge to visit and inspect high security and other prisons and to satisfy himself that all rules, regulations, directions and orders made or issued to such Prisons, are duly observed and enforced.

(13) The District and Sessions Judge shall not ordinarily address any communication or order to any Officer of any prison below the Superintendent. All orders issued by the District and Sessions Judge shall be in writing.

(14) The District and Sessions Judge's orders shall ordinarily be issued in the form of an entry in the Visitor's Book. The Judge is not required to interfere in matters of detail effecting management of a prison. He shall refrain from any action which may tend to weaken the authority of the Superintendent over Subordinate Prison Officers and prisoners.

(15) If the District and Session Judge gives an order to which the Superintendent or his senior takes exception, the concerned Officer may represent the matter through the Director General of Prisons and Correctional Services to the State Government, but he shall forthwith obey any order which is not inconsistent with the Prisons Act, or any rule made there under, and does not involve any immediate risk or danger.

510. Record to be made of inspection. - (1) At the time of the visit to the Prison by the Board of Visitors, the Chairman shall enter his remarks in the visitors' book. A visitor shall also enter his remarks at the time of individual visit to the prison together with the date and hour of his visit. Such remarks shall include suggestions and be treated as confidential at all stages by all the concerned and shall not be communicated to prisoners. The visitors' book shall not be removed from the prison.

(2) No visitor may issue any order or instruction to any subordinate Prison Officer.

(3) Any remarks made by a visitor under the preceding section should be limited to a statement and fair criticism of actual facts, which may come to his knowledge, and to such suggestions, as he may desire the Superintendent or Director General of Prisons and Correctional Services to consider. Criticism should be confined to such aspects of the ordinary administration and management of the prison which, in the opinion of the visitor, can be improved.

On no account the visitor should directly or indirectly reflect, either favourably or adversely, on the character or conduct of any of the prison staff. If the visitor wants to bring to notice the good or bad work of any prison official, he should do so by a letter addressed to the Director General of Prisons and Correctional Services.

(4) The Director General of Prisons and Correctional Services may pass orders on any remarks made by a visitor, and shall, if any issue of importance requires the orders of the Government, forward such record to the State Government.

(5) A copy of any order passed by the Director General of Prisons and Correctional Services, or by the State Government on any record made by a visitor shall be communicated to the visitor concerned through the Superintendent of the Prisons.

511. Disposal of complaints to visitor by prisoners. - The remarks recorded by a visitor in the visitors' book shall include any complaint made to him by a prisoner which in his opinion deserves notice. When the Superintendent is of opinion that a prisoner has made a groundless complaint to a visitor and should be punished, he shall record a brief statement of the facts and note what punishment he proposes to award and send it to the visitor, who if he dissents from the conclusion of the Superintendent, may request that the case be submitted to the Director General of Prisons and Correctional Services for orders. A copy of the order of Director General of Prisons and Correctional Services shall be communicated to the visitor who may then, if he thinks fit, address Government regarding the case.

512. Disposal of record made by visitor. - A copy of any remarks recorded by a visitor, together with the Superintendent's reply and a note of any action taken thereon, shall be communicated to the Director General of Prisons and Correctional Services by name cover by the next day following the visit for suitable action. The Director General of Prisons and Correctional Services may, if he considers necessary forward the correspondence for the information and orders of Government. A copy of the orders of the Director General of Prisons and Correctional Services or the Government, if any, shall also be communicated to the visitor.

513. Officers of the Tamil Nadu Police Housing Corporation to be admitted during business hours. - The Superintending Engineer of the Circle and the Executive and Assistant Engineers concerned of the Tamil Nadu Police Housing Corporation together with their employees shall during business hours, have free access to the Prison to the extent necessary in connection with the discharge of their official duties.

514. Probation Officers authorized to enter for discharging their statutory work. - The Officers of the Probation Branch of the Department of Prisons and Correctional Services shall have free access to the prison on any day including Sundays and holidays between unlocking in the morning and lock-up in the evening in connection with the discharge of their official duties. They shall be afforded all reasonable facilities for their interview with the prisoners. The Prison official or warder in attendance shall withdraw out of hearing, if required to do so by the Probation Officers.

515. Visit by the Members of Legislature and of Parliament.- The Members of Legislature and Members of Parliament who intend to visit Prisons and Borstal School may do so after obtaining the prior permission of the Government:

Provided that only lady members may visit the Special Prisons for Women.

516. Admission of Police Officers and the interrogation of prisoners by them. - (1) Any Police Officer not below the rank of an Inspector of Police and any Police Officer authorized to investigate a cognizable offence committed in a prison shall, for any purpose connected with the discharge of his duty as such Police Officer, be permitted to enter the prison at any time between unlocking in the morning and lockup in the evening. Such Police Officer shall be allowed full facilities to interview prisoners but only in the presence of a Jailer. Such Officer may take a Sub-Inspector of Police with him for assistance.

(2) Any Police Officer not below the rank of Inspector of Police, who is in uniform and who produces a written authority from the Collector or Superintendent of Police of the District or Deputy Commissioner of Police in the City concerned, for the purpose, shall be permitted to enter the prison for the purpose of recognizing old offenders or for conducting operations for the identification of prisoners or for interviewing any prisoner during working hours on any week day. The identification or interview shall take place in the presence of the Jailer, who shall, if required to do so, keep at such a distance that he may not hear the conversation that takes place.

(3) Any Police Officer not below the rank of the Assistant Superintendent of Police or Deputy Superintendent of Police, who is in uniform and who produces a written authority from the Collector or Superintendent of Police of the District or Deputy Commissioner of Police in the City concerned, for the purpose, shall be permitted to interview any remand or convicted prisoner in a Central Prison or Borstal School during working hours on any week day for the purpose of examining the prisoner in a departmental enquiry, as a defense witness or a prosecution witness in the presence of the Jailer.

(4) A Police Officer not below the rank of Sub-Inspector of Police, working in the Intelligence-cum-Vigilance Wing of Department of Prisons and Correctional Services or in the Special Vigilance Team of Central Prisons, who is authorized by Director General of Prisons and Correctional Services or Inspector General of Prisons (Headquarters) or Deputy Inspector General of Prisons shall be permitted to enter Central Prisons and other institutions of Department of Prisons and Correctional Services and to collect intelligence. The duty Prison Officer, not below the rank of Assistant Jailer, shall accompany such Police Officer during the course of such visit inside the prisons and institutions.

517. Visit by the Sub-Inspector of Police cadets as part of their training programme.- The Sub-Inspector of Police cadets, as part of their training programme, shall be permitted to visit the Central Prisons so as to acquaint themselves with the working of the prison system.

CHAPTER - XXVII

INTERVIEWS AND COMMUNICATIONS WITH PRISONERS

518. Reasonable facilities to be allowed for interviews and letters.- (1) Every convicted prisoner shall be allowed reasonable facilities for seeing or communicating with his relatives, friends or legal advisors with a view to the preparation of an appeal or to the procuring of bail and shall also be allowed to have interviews or write letters to his relatives, friends or legal advisors, once or twice or oftener if the Superintendent considers it necessary, to enable him to arrange for the management of his property or other family affairs.

(2) The same facilities shall be allowed to every prisoner committed to Prison in default of payment of a fine or furnishing security under Chapter IX of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) to enable him to arrange for the payment of the fine or the furnishing of security.

(3) On admission, every prisoner should submit list of persons who are likely to interview him/her and the interview shall be restricted to such family members, relatives and friends. The conversation at the interviews shall be limited to private and domestic matters and there shall be no reference to Prison administration and discipline and to other prisoners or politics. The number of persons who may interview a prisoner at one time shall ordinarily be limited to three.

519. Privileges Contingent on Good Conduct. - (1) In addition to the privileges referred to in rule 518 every convicted prisoner falling under class 'B' shall be allowed to have an interview with his friends and relatives once in a fortnight and to write and receive one letter a week during the term of imprisonment provided that the exercise of the privilege shall be contingent on good conduct and may be withdrawn or postponed by the Superintendent for bad conduct. The conversation at the interviews shall be limited to private and domestic matters and there shall be no reference to Prison administration and discipline, to other prisoners or to politics. The contents of all letters shall be limited to private matters and there shall be no reference to Prison administration and discipline, to other prisoners or to politics. The number of persons who may interview a prisoner at one time shall ordinarily be limited to three. The special privileges accorded to 'A' Class prisoners are laid down in Chapter XV.

(2) Private postage stamps may be allowed to be purchased for affixing on letters addressed by prisoners to their relatives in foreign countries at their cost. If the prisoners have no cash property at credit, it shall be supplied at Government cost in deserving cases and at reasonable intervals at the discretion of the Superintendent. The prisoners shall not be allowed to misuse such privileges.

Explanation (1): - Every prisoner immediately on his admission shall be enquired into and on such enquiry, if he wants to inform his family of his committal to the prison, he shall be allowed to do so by providing him a post card.

Explanation (2): - A letter merely arranging an interview shall not be counted as a letter for the purpose of this rule.

Explanation (3): - A prisoner may with the permission of the Superintendent substitute a letter with a reply for an interview or vice versa.

Explanation (4): - prisoners shall not be allowed to correspond with prisoners in other Prisons. If however, a prisoner has got his relatives in another prison, he may be permitted to write to them, subject to the restrictions contained in these rules.

Explanation (5): - There shall be no limit on incoming letters for women prisoners.

520. Superintendent's discretion to grant privileges at shorter intervals.- The Superintendent, may at his discretion, grant interviews or allow the dispatch or receipt of letters at shorter intervals than provided in rules 233(6), 368 and 519 or in spite of the prisoner's misconduct, if he considers that special or urgent grounds exist for such concession, as for example, in the event of the prisoner being seriously ill or on the occurrence of the death of near

relative, or if the friends or relatives have come from a distance to see the prisoner and it would inflict undue hardship on them to refuse an interview or if the prisoner is nearing release and wishes to secure employment or for other sufficient causes matters of importance, such as the death of a relative may also be communicated at any time by the friends or relatives of a prisoner to the Superintendent who will, if he thinks it expedient, inform the prisoner of the substance of the communication.

521. Additional privilege. – (1) prisoners of all classes including convict Officers shall be allowed, if they so desire, a special letter in order to inform their friends or relatives or their transfer from one prison to another. This shall be in addition to the letters allowed to them according to their classification or their rank as convict Officers.

(2) Telephonic and Electronic communication. – The Superintendent may allow a prisoner the use of telephones or electronic modes of communication on payment, to contact his family and lawyers, from time to time, in accordance with the State Policy. The prisoner can use this facility under the supervision of a Prison Officer to be designated by the Superintendent. While permitting a prisoner the use of such facilities, the Superintendent shall ensure that such permission is not given to prisoners who have a record of unruly behavior and bad conduct.

(3) All prisoners shall be allowed to receive soap, oil and tooth powder, fruits and sweet from their friends and relatives, subject to the condition that the quantity received is limited to the personal requirements for a fortnight and that a thorough examination of the articles, to be passed to the prisoners, is done by a Senior Officer of the prison.

522. Prisoners allowed to sign a power of attorney. – Every convicted prisoner may be permitted at the discretion of the Superintendent to sign and attest a power of attorney or other statements concerning his properties. prisoners other than newly convicted prisoners may be granted a similar privilege at the discretion of the Superintendent but in their case each such transaction shall be treated as an interview with reference to rules 233(6), 368 and 519.

523. Interview with prisoners in the same prison or in hospital outside the prison. – (1) Subject to the provisions of rule 519, the Superintendent shall also permit interviews, between men and women prisoners confined in the same prison and between men prisoners in the Central Prisons Vellore, Madurai, Chennai at Puzhal, Tiruchirappalli and Coimbatore and Women prisoners in the Special Prison for Women, Vellore, Madurai, Chennai at Puzhal, Tiruchirappalli and Coimbatore if for the purpose of such interviews men prisoners have to be sent out of the prison where they are detained, then they shall be sent under adequate escort. The provisions of this rule shall apply to 'A' class prisoners also unless there is anything contrary to grant such permission.

(2) The Superintendent shall also permit a prisoner, other than a condemned prisoner, to see a prisoner in a hospital outside the prison subject to the following conditions, namely: -

- (i) The prisoner in the hospital shall be a relative and seriously ill;
- (ii) The hospital shall be in the same station;
- (iii) The prisoner shall be sent under warder escort;
- (iv) The prisoner shall return to the prison immediately after seeing the prisoner in the hospital.

Provided that nothing contained in this rule shall apply to the prisoners under the preventive detention laws, prisoners who habitually commit offences punishable under sections 262, 64, 65, 66, 67, 68, 69, 70, 70(2), 71, 310(3), 311, 312, 310(4), 310(6), 310(5), 338, 340(2), 341(1), 346, 178, 179 and 181 of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) and prisoners sentenced under those sections of the said Sanhita.

524. Superintendent permission for interviews required. – (1) No convicted prisoner shall be allowed to have an interview or to receive or write a letter except with the permission of the Superintendent, which shall be recorded in writing.

(2) Applications for interviews with prisoners may be oral or in writing, at the discretion of the Superintendent. If the prisoner is not entitled to have an interview, the applicant shall be informed at once.

(3) Suitable waiting rooms may be provided in every prison to enable visitors to await their turn for interview. They may be given a token to await their turn.

525. Interviews on Prison Holidays. – Interviews shall not ordinarily be granted on Sundays and other Government Holidays. The Superintendent shall under very exceptional circumstances, grant interviews on these days, the reasons being recorded in the Jailer's report book.

526. Time for interviews. – The Superintendent shall fix the days and hours at which all interviews shall be allowed and no interviews shall be allowed at any other time except with the special permission of the Superintendent. A notice of the Interview hours shall be posted outside the prison.

527. Place of Interview. – (1) Every Interview including of Advocates shall take place in a special part of the prison appointed for the purpose, if possible, at or near the main gate;

Provided further that if a prisoner is seriously ill, the Superintendent shall permit the Interview to take place in the prison Hospital and a condemned prisoner shall ordinarily be interviewed in his cell.

Provided also that the Superintendent may, for special reasons to be recorded in writing, permit an interview to take place in any part of the Prison.

(2) Special arrangements shall be made for physically challenged prisoners and relations.

528. Prevention of a passage of prohibited articles during interview. – Screens or wire mesh partition shall be put up, if necessary, between the prisoners and the persons interviewing them, to prevent the passage or introduction of any prohibited articles between them.

529. Security and Safety of prisoners. - In the interests of the security and safety of prisoners in order to prevent any attempt on the lives of the prisoner, partition with fiber glass or any other transparent material shall be put up between the prisoners and the person interviewing the prisoners. There shall be intercom facility for interviewing the prisoners by all including Advocates.

530. Interview to take place in the presence of a Prison Officers. - (1) Every Interview with a convicted prisoner shall take place in the presence of an experienced Prison Officer, who shall be responsible that no irregularity occurs and who shall be so placed as to be able to see and hear what passes and to prevent any article being passed between the parties. The Women Jailer, the Women Deputy Jailer, the Women Assistant Jailer or a female warder shall be present at Interviews of female prisoners.

(2) In respect of an interview with any fundamentalist, terrorist or militant prisoner including a remand prisoner or under-trial prisoner or a prisoner detained under various Acts, if a specific request is made by the Special Investigation Team or Intelligence Officer shall take place in the presence of such Special Investigation Team or Intelligence Officer along with an experienced Prison Officer. The Prison Officer shall be responsible that no irregularity recurs and he shall be so placed as to be able to prevent any prohibited article being passed between parties. The Women Jailer, the Women Deputy Jailer, the Women Assistant Jailer, or a female warder shall be present at the time of every interview of any female prisoners.

(3) No ex-prisoner shall be permitted for interview as a visitor unless he or she is a blood relative of the prisoner.

531. Foreign Nationals-Communication with or visit to. - (1) If any foreign national is committed to the prison or to custody pending trial or is detained in any other manner, the Superintendent shall, without any delay inform the Ministry of External Affairs, Government of India, New Delhi, the Government and the Consulate/Mission concerned. Any communication, addressed to the Consulate by the person in prison custody or detention shall be forwarded to the Consulate concerned without undue delay, subject to censorship according to rules. The particulars of incoming and outgoing letters of a foreign national, if found objectionable and censored, shall be furnished to Government.

(2) The Superintendent shall, without any delay, inform the Government whenever Consulate Officials of foreign countries seek permission to visit the nationals of the States, they represent who are in prison custody or detention for purpose of conversing with them and arranging for their legal representation. Only on receipt of orders from the Government permitting such visit, the Superintendent shall permit such consulate officials to visit such nationals.

(3) The above right is merely the right of interview and not of private interview and does not include the right to inspect the accommodation of a national of a Foreign State who is in Prison, custody or detention and is subject to the general regulation regarding interviews in Prisons.

(4) The blood relatives of the foreign prisoners may be permitted for interview with proper documents for stay in India (i.e) Passport, Visa etc.

532. Termination of Interview. - Any Interview may be terminated at any moment if the Prison Officer present considers that sufficient causes exist. In every such case, the reasons for terminating the interview shall be reported at once for the orders of the senior Prison Officer present in the prison.

533. Duration of Interview. - The time allowed for an Interview shall not ordinarily exceed half an hour, but may be extended by the Superintendent at his discretion.

534. Search before and after Interview. - Every convicted prisoner and every unconvicted criminal prisoner shall be carefully searched before and after an Interview.

535. When Superintendent may refuse Interview. - A Superintendent may refuse to allow any Interview to which a prisoner would ordinarily be entitled under these rules, if in his opinion, it is inexpedient in the public interest to allow any particular person to interview a prisoner or if other sufficient cause exists, but in every such case, he shall record his reasons for such refusal in his journal.

536. Withholding of letters and their disposal. - (1) No letter shall be delivered to or sent by a convicted prisoner until the Superintendent has satisfied himself that its transmission is unobjectionable. No letter written in cypher shall be allowed. The Superintendent may withhold any letter which seems to him in any way improper or objectionable or may erase any improper or objectionable passages. If a letter is written in a language of the State but cannot be satisfactorily translated in the prison concerned, it shall be sent to some other Officer for translation in accordance with such arrangements as may be made from time to time by the Director General of Prisons and Correctional Services, subject to the approval of the Government in the case of any arrangement by which letter shall be sent outside the Department of Prisons and Correctional Services. If a letter is written in a language not ordinarily current in the State, it shall be sent for translation to the Criminal Investigation Department, Chennai. A slip marked Urgent- No unnecessary delay in examination shall be allowed to occur shall be attached to any letter sent outside the Prison for translation.

(2) If a letter is addressed to a prisoner, who is not entitled under the rules to receive it, it may, unless the Superintendent determines to communicate it under rule 520 be withheld under intimation to the prisoner and kept in the Superintendent's custody until the prisoner is entitled to receive it or released, when it shall be delivered to him, unless it is improper or objectionable; or it may be returned to the sender with an intimation that the prisoner is not entitled to receive it.

537. Convicts may keep letters, if allowed. - A convict may retain any letter which has been delivered to him with the authority unless the Superintendent otherwise directs or may ask that it be kept for him.

538. Supply of writing materials and other facilities. - (1) Writing materials including service post cards shall be supplied in reasonable quantities to any convicts, who has permission to write a letter and all letters shall be written at such time and place as the Superintendent may appoint. A fixed day of the week, preferably, Sunday, shall be set apart for letter writing, Service postage stamps shall be provided for prisoner's letter.

(2) 'A' Class prisoners shall be allowed to purchase writing materials at their own expense. All papers and notebooks used by them should be page numbered by the Superintendent for purposes of check and to prevent secret correspondence.

539. Exclusion from privileges. - Any prisoner who abuses any privilege relating to the holding of an interview or writing of letters or other communications with any person outside the prison shall be liable to be excluded from such privileges for such time and may be subjected to such further restrictions as the Superintendent may impose.

540. Facilities to be granted un-convicted criminal prisoners and civil prisoners in the matter of Interviews and letters. -

(1) Un-convicted criminal prisoners and civil prisoners shall be granted all reasonable facilities at proper times and under proper restrictions for interviewing or otherwise communicating either orally or in writing, with their relatives, friends and legal advisors.

(2) Every interview between an un-convicted prisoner and his legal advisor shall take place within sight but out of hearing of a prison official. A similar concession shall be allowed by the Superintendent in the case of an interview with any near relative of the un-convicted prisoner.

(3) When any person desires an interview with an un-convicted criminal prisoner in the capacity of the prisoner's legal advisor, he shall apply in writing, giving his name and address and stating to what branch of the legal profession he belongs and he must satisfy the Superintendent that he is the bonafide legal advisor of the prisoners with whom he seeks an interview and that he has legitimate business with him.

(4) Any bonafide confidential written communication prepared by an un-convicted criminal prisoner, as instructions to his legal advisor may be delivered personally to such legal advisor or to his authorized nominee without being previously examined by the Superintendent. For the purpose of this rule, the term, 'legal advisor' means a legal practitioner within the meaning of Advocates Act, 1961 (Central Act 25 of 1961).

(5) Civil prisoners may see their friends, relations and legal advisors at such time and under such restrictions as the Superintendent may appoint and the presence of a Prison Officer shall not be necessary. No visitor shall be allowed to take within the prison any sweet meats or other eatables without the express permission of the Superintendent.

541. Communications from a prisoner, who is a Member of the State Legislature or of Parliament. - All communications addressed by a prisoner, who is a member of the State Legislature or of Parliament, to the Speaker or Chairman of the House of which, he is a member or to the Chairman of Committee (including a Committee on Privileges) of such House or of a Joint Committee of both Houses of the State Legislature or of Parliament, as the case may be, shall be immediately forwarded by the Superintendent to the Government so as to be dealt with by them in accordance with the rights and privileges of the prisoner as a Member of the House to which he belongs.

CHAPTER – XXVIII

PART- I

APPEALS BY PRISONERS

542. Facilities for appeal shall be explained. - All relevant rules about appeals and the facilities available in the prison for preparing and sending them shall be explained to the prisoners on admission by the Welfare Officer.

543. Welfare Officer shall record the desire of the prisoner to prefer an appeal. - The Welfare Officer shall ascertain whether the prisoner desires to prefer an appeal or not and record it in the convict register and the history ticket. The prisoner shall be required to sign or obtain his left thumb impression on them in token thereof. This shall be verified and confirmed by the Jailer and the Superintendent or Additional Superintendent, at the time of prisoner's physical verification.

544. Superintendent to forward petitions of appeal. - Under section 424 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), an appellant who is in Prison may present his petition of appeal and the documents accompanying it to the Superintendent who shall thereupon countersign and forward them at Government cost to the proper Appellate Court. All such appeals shall always be sent by Registered post.

545. Application for copy of judgment. - If the copy of the judgment is not received by the prisoner, the Superintendent, shall immediately address the Court on his behalf in Form No.54 for supply of the transcript of the judgment appealed against. In the event of any such transcript of the judgment being sent to the prison authorities for delivery to the prisoners by the appellate, revisional or other Court, the official concerned shall with quick dispatch, get it delivered to the prisoner and obtain written acknowledgement thereof from the prisoner. If before the receipt of the transcript of the judgment, the prisoner had been transferred to another prison or to the custody of any other Officer the transcript of the judgment shall on receipt, be forwarded without delay to the Superintendent of such Prison or such Officer as aforesaid. Reminder for copy of judgment shall be sent every week.

Explanation.- In High Court Official Memorandum No. Roc. 21/79, F1 dated 5th March 1979, all the Judicial Officials have been directed to furnish to prison authorities a free transcript of the judgment when sentencing a person to prison term for delivery to the prisoner.

546. prisoners to be assisted in appealing. - (1) Where the prisoner seeks to file an appeal or revision every facility for exercise of that at right shall be made available by the Superintendent. If a prisoner desires to appeal and declares that he has no friends or relatives or agents who can make an appeal for him, he shall if he can write, be provided with writing materials and allowed to write his own petition of appeal.

If he cannot write, the Welfare Officer, or another prisoner shall write the petition or appeal at his dictation. The Superintendent shall not be obliged to give assistance in the preparation of appeals or prisoners who omit to give notice of their intention to appeal before the period of limitation has expired. A prisoner whose petition of appeal is written for him shall be given full opportunity of expressing himself and his case shall, as far as possible be recorded in his own words. Printed forms of appeal petitions shall not be used.

Explanation.- The provisions of rule 901 which are applicable to petitions for Special Leave to appeal to the Supreme Court on behalf of the condemned prisoners, shall also apply to such petitions on behalf of other convicts.

(2) The Superintendent shall communicate a list of prisoners of the following categories to the Deputy Counsel of Tamil Nadu State Legal Services Authority for the provision of legal aid and assistance to them, namely: -

(i) Under-trial prisoners who are old and infirm including women who are pregnant or have babies to be nourished.

(ii) Under-trials who have spent exceeding 3 months in prisons and have no means to engage a counsel.

(iii) Persons arrested on suspicion under section 35 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) who have been in prison beyond a period of 15 days.

(iv) Under-trials, who the Superintendent has reasons to think have not completed 18 years of age and who should ordinarily be kept away from adults.

(v) Any convicted prisoner who has already filed an appeal through prison authorities as provided in the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and given in writing his desire to avail free legal aid. The Superintendent shall also supply to the Duty Counsel information regarding this appeal along with a copy of memorandum of appeal, if available.

(vi) prisoners or the members of their family requiring legal assistance in civil or criminal matters.

(3) Information regarding seeking of legal aid may be passed on by the Superintendent to the Duty Counsel if the concerned prisoner has given in writing his desire to avail of free legal aid. If the Duty Counsel so desires, he may interview the prisoner with regard to these matters.

(4) Special Leave to Appeal.- The procedure governing the submission of petitions of special leave to appeal is contained in Supreme Court Rules, 2013. These rules lay down that a petition for special leave to appeal should be drawn up in the proper form and should be accompanied by the following documents:-

- (i) Certified copy of the judgment of the Court appealed from.
- (ii) An affidavit to the effect that notice of the intended petition for special leave to appeal has been served upon the respondents.
- (iii) An affidavit in support of the petition as required by Supreme Court Rules, 2013.
- (iv) An application for condonation of delay in filling the petition, if it is presented after the expiry of the period of limitation prescribed by Supreme Court Rules, 2013.
- (v) Certified copies of the judgments of the lower Courts.

547. Exclusion of time taken in obtaining copy of judgment.- (1) The date on which a prisoner expresses his intention to appeal shall be entered in the appropriate space in this History Tickets, and the time intervening between that date and the date on which the copy of judgment is delivered to the prisoner shall be treated as the time requisite for obtaining a copy of the order or sentence appealed against within the meaning of section 12 of the Limitation Act, 1963 (Central Act 36 of 1963).

(2) The period allowed under the Limitation Act, 1963 (Central Act 36 of 1963) for appeal to the different Courts are as follows:-

<i>DESCRIPTION OF APPEAL</i>	<i>PERIOD OF LIMITATION</i>	<i>TIME FROM WHICH PERIOD BEGINS TO RUN</i>
(1)	(2)	(3)
Under the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)		
(a) From a sentence of death passed by a Court of Session or by a High Court in the exercise of its original criminal jurisdiction.	Thirty days	The date of the sentence
(b) from any other sentence of any order not being an order of acquittal		
(i) to the High Court	Sixty days	The date of the sentence or order.
(ii) to any other Court	Thirty days	The date of the sentence or order.

(3) In order to enable Appellate Courts to calculate the period of limitation prescribed for criminal appeals by the Limitation Act, 1963 (Central Act 36 of 1963), every appeal petition shall be endorsed with the following notice, initialed by the Superintendent, namely:-

“the period requisite for obtaining a copy of the order appealed against to be excluded from the period of limitation under section 12 of Limitation Act, 1963 (Central act 36 of 1963) was.... days”

548. Delay in preparing petition to be noted.- If any delay has occurred in preparing the appeal or revision petition after the receipt of the copy of judgment, a note of such delay shall also be made on the appeal or revision petition.

549. Maintenance of appeal register by the Welfare Officer.- (1) The Welfare Officer shall maintain an appeal register in Form No.120 and place it before the Superintendent or Additional Superintendent as frequently shall necessary. In each case from the date on which the prisoner expresses his desire to appeal till the date of receipt of the order of the Appellate Court disposing of the appeal all such dates on which action is taken during the entire process such

as date on which requisition for judgment copy is sent, the date of receipt of judgment copy; the date of delivery of the judgment copy to the prisoner or the other nominated party, date of receipt of appeal from the prisoner and the like shall be entered in the appeal register and got attested by the Superintendent or Additional Superintendent .

(2) The Superintendent or Additional Superintendent shall ensure that there is no delay in the process of disposing of appeal petitions and the Welfare Officer is directly responsible to the Superintendent or Additional Superintendent in these matters. After forwarding the appeal petitions, the Appellate Court shall also be reminded as follows: -

Sessions Court	- Once in 15 days
High Court or Supreme Court	- Once in a month

550. Notice of the date of hearing shall be communicated to the prisoner. - When notice of the date of hearing is received, it shall be communicated to the convict who shall affix his left thumb impression or signature on the notice. The notice shall then be attested by the Superintendent or Additional Superintendent and returned to the appropriate Court

551. Personal appearance of the prisoner in the appellate Court.- When a notice to show cause why a prisoner's sentence should not be enhanced is received from the Appellate Court, the prisoner shall be asked whether he wishes to apply for permission to appeal in person before the Court concerned and if the prisoner wishes to appear in person, the Superintendent shall forward his application to the Court for orders and arrangements shall be made for the personal appearance of the prisoner in the Court if such permission has been granted by the Court.

552. Appeal procedure with regard to persons convicted by Court Martial.- No appeal lies from a sentence passed by a Court martial but a person convicted by a Court martial under the Army Act, 1950 (Central Act XLVI of 1950) has a right to submit one petition only, against the judgment or sentence, for disposal by the highest authority to whom he is authorized to apply. His legal rights to submit a petition and the authority to whom it is addressed. Appeals or petitions addressed to the Government of India or to any civil authority shall be forwarded to the Central Headquarters for disposal.

553. Record of the result of appeal.- (1) In every case in which a sentence is modified on appeal or reversed, the Superintendent of Prisons concerned in which the appellant is confined, on receiving the warrant prepared by the Appellate Courts in terms of the order passed, shall inform the prisoner of the decision of the Appellate Court and make a note in the history ticket and the other connected records. The sentence shall be accordingly corrected and the revised dates of release shall be entered and got attested by the Jailer and the Superintendent or Additional Superintendent.

(2) In every case in which a sentence is confirmed on appeal, the Superintendent shall receive information to this effect from the Appellate Court. The confirmation of sentence or appeal shall be entered in e-Prison application, the History Ticket and other connected records and got attested by the Jailer and the Superintendent or Additional Superintendent.

554. Communication of appellate orders.- On receipt of an order disposing of an appeal, the purport there of shall be communicated to the prisoner concerned in the presence of the Superintendent who shall enter on the order a certificate to the effect that it has been so communicated. Whenever a prisoner has been transferred before the receipt of orders on his appeal, such orders shall be forwarded without delay to the Superintendent in which prisoner is confined.

555. Record of appellate order.- The order and judgment of the Appellate Court, the copy of the original judgment and other connected records shall be filed and kept along with the prisoner's warrant.

PART – II

LEGAL AID TO PRISONERS

556. There shall be legal aid to the prisoners as follows.- (1) National Legal Services Authority lays down policies, principles, guidelines and frames effective and economical schemes for the State Legal Services Authorities to implement throughout the country.

(2) The State Legal Services Authorities, District Legal Services Authorities, Taluk Legal Services Committees, etc. have been entrusted the following primary functions: -

- (i) to provide free and competent legal services to the eligible persons;
- (ii) to organize Lok Adalats for amicable settlement of disputes;
- (iii) to organize legal awareness camps; and

(iv) to implement the Schemes and policy directions of the National Legal Services Authority through strategic and preventive Legal Services Programmes.

3) Free legal services would include: -

- (a) Payment of Court fee in appropriate cases, process fees and all other charges payable or incurred in connection with any legal proceedings;
- (b) Providing service of lawyers in legal proceedings;
- (c) Obtaining and supply of certified copies of orders and other documents in legal proceedings.
- (d) Preparation of appeal, paper book including printing and translation of documents in legal Proceedings.

(4) Under the Legal Services Authority Act, 1987 (Central Act 39 of 1987), the persons eligible for getting free legal services include: -

- (i) Women and children;
- (ii) Members of SC/ST;
- (iii) Industrial workmen;
- (iv) Victims of mass disaster, violence, flood, drought, earthquake, industrial disaster;
- (v) Disabled persons;
- (vi) Persons in custody;
- (vii) Persons whose annual income does not exceed Rs.1 lakh (in the Supreme Court Legal Services Committee the limit is Rs.1,25,000/-;
- (viii) Victims of trafficking in human beings or beggar;
- (ix) Transgenders.

(5) The following practices shall be adopted so as to ensure provision of free and competent legal services to persons in custody:-

(a) Appointment of Jail Visiting Advocates:- (i) The practice of nominating Jail Visiting Advocates to visit different prisons regularly on fixed days of the week to help the poor and unrepresented inmates shall be adopted. Any inmate shall be able to seek aid and advice, file any bail or leave application, appeal(s) etc. through these Advocates in every prison.

(ii) Legal Services Clinic shall be set up in every prison, with sufficient number of panel lawyers and paralegal volunteers deputed to such clinics for providing free legal services to inmates on all working days. The Government may train certain inmates as Para Legal Volunteers (PLVs) for assisting the Legal Services Clinics established at prisons.

(b) Legal literacy classes in Prisons: - Legal literacy classes may be conducted in prisons in order to educate prisoners about their rights and duties as well as about the availability of free legal aid services. Services of law students, Para Legal Volunteers and Legal Aid Lawyers could be taken to ascertain legal aid needs of inmates.

(c) Maximum period for which under-trials can be detained: - Whenever, undertrial or remand prisoner is detained, for an offence under any law (not being an offence for which the punishment of death or life imprisonment has been specified as one of the punishments under that law) undergone detention for a period extending up to one-half of the maximum period of imprisonment specified for that offence under that law and in case of a first-time offender (who has never been convicted of any offence in the past), undergone detention for the period extending up to one-third of the maximum period of imprisonment specified for such offence under that law, as the case may be, the Superintendent shall forthwith make an application in writing to the concerned court to proceed under Section 479 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) for the release of such prisoner on bail.

(d) Constitution of Under-trial Review Committee: - A Committee consisting of the District Judge, as Chairperson, the District Magistrate, the District Superintendent of Police, Superintendent of Prisons and Secretary, District Legal Service Authority as members shall be constituted to identify the under-trial prisoners who have completed half of the maximum period of imprisonment provided for the said offence under the law.

(e) The Tamil Nadu State Legal Services Authority shall instruct the panel lawyers to urgently meet such prisoners, discuss their cases with them and move appropriate applications before the appropriate Court for their release unless they are required in custody for some other purpose.

(f) Cases which are compoundable in nature: - The State Legal Services Authorities shall secure that for offences which are compoundable, appropriate steps are taken for compounding, and where the offences cannot be compounded, efforts should be made to expedite the disposal of those cases or at least efforts made to have the persons in custody released there from at the earliest.

(g) Right to free legal representation or legal aid: - Article 22 (1) of the Constitution entitles arrested persons to be represented by a legal practitioner. It is the fundamental right of all prisoners or arrested person to be provided with free legal aid in the prosecution of their case at different levels of their trial. The Magistrate is duty bound to offer the facility to the accused the moment he is produced before him for the first time even if the accused has not asked for it out of ignorance.

(h) It shall be ensured that arrested persons have free legal representation, panel lawyers have been deputed as remand or duty advocate in every Court dealing with criminal cases. Such advocates are available in the Court even on holidays. When an accused is produced before the Court and does not have a legal counsel, the Court shall provide the counsel free of cost.

(i) The Superintendent shall inform convicts of their right of appeal against conviction.

CHAPTER – XXIX

PETITIONS TO GOVERNMENT FROM PRISONERS OTHER THAN THOSE WHO ARE UNDER SENTENCE OF DEATH

557. Permission to petition to Government.- Every prisoner shall be permitted to submit petition to Government to the appropriate authorities through proper channel concerning his problem.

558. Facilities for preparing petition.- Every prisoner shall be provided with required writing materials and also be given adequate facilities to enable him to prefer petition to Government or other appropriate authorities, should he desire to do so.

559. Preparation and submission of petition.- (1) The petition may be drafted by the prisoner himself or by his friends or relatives or legal advisors in the latter case and for this purpose he shall be permitted to communicate by letter or interview with such persons as he may desire to consult.

(2) If a prisoner cannot write and has no friends or relatives who are able and willing to help him, the petition shall be drawn up by another prisoner at the prisoner's own direction. The prisoner may, if he so desires also seek the help of Welfare Officer for the preparation of his petition and the Welfare Officer shall draft the petition without any additions or deletions to what the prisoner desires to state. The Welfare Officer shall, if necessary, contact the Tamil Nadu State Legal Services Authority and obtain their aid for drafting the petition of the prisoners.

560. Authentication and submission of petition.- (1) Every petition whether prepared inside or outside the prison shall after counter-signature by the Superintendent, be forwarded with the nominal roll and such other papers as may be necessary, to the Director General of Prisons and Correctional Services for transmission to Government:

Provided that where a petition is prepared in a language other than Tamil by or on behalf of a prisoner or where petition is prepared in Tamil by prisoner addressed to appropriate authorities outside the State of Tamil Nadu, the petition shall invariably be accompanied by an English translation of it.

(2) In case where a prisoner in his petition assigns his state of health as a reason for remission of sentences, a detailed report drawn up by the Chief Medical Officer shall accompany the petition containing information on the following points namely: -

(i) Condition of health.

(ii) Probability of life of the prisoner being seriously endangered by prolonged imprisonment.

(iii) Whether the life of the prisoner is likely to be prolonged if he be set at liberty.

(3) Every petition drafted for and on behalf of a prisoner by another prisoner or by his friend, relative or agent shall be signed by the prisoner or his left thumb impression affixed if he is an illiterate provided that the prisoner fully understands its contents. The Welfare Officer shall be responsible to ensure that the prisoner fully understands the contents of his petition before signing it or affixing on it his left thumb impression as the case may be. Every such petition signed by a prisoner or affixed with his left thumb impression shall invariably be submitted through proper channel and not through any other person who drafted the petition for and on behalf of the prisoner.

561. Copy of judgment to accompany petition.- Every petition shall be accompanied by a copy of the judgment passed in the case and if an appeal has been lodged and decided, a copy of the judgment of the Appellate Court shall also accompany it.

Explanation: Copies of judgment are supplied free of cost on application to the Courts concerned.

562. Warrant to accompany petition of military prisoner.- Every petition from a military prisoner convicted and sentenced by Court martial shall be accompanied by a copy of the warrant on which the prisoner was committed to Prison.

563. Method of submitting petitions.- (1) Every petition shall be submitted on foolscap paper folded lengthwise and properly numbered and docketed.

(2) Every petition shall be submitted with a separate covering letter.

564. Maintenance of Register of Petitions.- A separate register shall be maintained in Form No.95 in each prison to record the particulars of petitions received from and on behalf of the prisoners and the nature of action taken on each of them. In this register, particulars of petitions referred by the prisoners relating to grant of suspension of sentences, remission of sentences, transfer from one prison to another and other miscellaneous matters relating to their welfare shall be legibly recorded. This register shall be maintained in the remission section of the concerned prison. The date of disposal of each petition shall be indicated in this register and the entries made in this regard shall be duly attested in ink either by the Superintendent or by the Additional Superintendent who shall ensure that there is no delay in the disposal of the petition. The Director General of Prisons and Correctional Services at the time of his inspection of the Prison, shall inspect this register also to satisfy himself that it is properly maintained and prompt action taken for disposal of the petitions registered therein.

565. Communication of orders on petitions.- The orders passed on every petition to Government shall be communicated to the prisoner concerned, in the presence of the Superintendent or Additional Superintendent or Jailer, as soon as practicable, after their receipt, and the purport of them, with the date of communication shall be recorded on the History Ticket and also in the appropriate column of the Convict Register.

566. Procedure for forwarding second petition to Government.- In case the petition to Government has been rejected, a second petition of the same prisoner on the same subject shall not be forwarded unless in the opinion of the Superintendent, it contains further information or material warranting its reconsideration.

567. Not to apply to prisoners sentenced to death. - The rules in this chapter shall not apply to petitions for clemency from prisoners sentenced to death. Those petitions shall be dealt with in the manner prescribed in rule 902.

CHAPTER – XXX

TRANSFERS

568. Grounds, reasons and circumstances of transfer.- prisoners may be transferred from one prison to another for the following reasons, namely:-

- (i) For custody and treatment in a suitable institution in accordance with the classification, procedure;
- (ii) For attendance in Court for the purpose of standing trial, or giving evidence;
- (iii) On medical ground;
- (iv) On humanitarian grounds, in the interest of their rehabilitation;
- (v) For post-release vigilance by the police;
- (vi) For providing essential services;
- (vii) On grounds of security, expediency or any other grounds; and
- (viii) For other special reasons, if any.

569. In the case of a prisoner, who has long ceased to have any link with the State of his birth and is domiciled in the State where he is imprisoned and his close relatives live, the later State may be treated as his Home State for the purpose of transfer. This shall be ascertained from his antecedents or by enquiries regarding his relatives and the like before deciding to transfer him.

570. Powers of Director General of Prisons and Correctional Services.- (1) The Director General of Prisons and Correctional Services, subject to the order and under the control of the Government, is authorized to sanction the transfer from one prison to another within the State of such prisoners as are referred to in section 29 of the Prisoners Act, 1900 (Central Act III of 1900) except those under sentence of death.

(2) The powers to transfer any prisoner under sentence of death from one prison to another shall vest with the Government.

571. Transfer of sick prisoners. - (1) No prisoner who is in hospital shall be transferred except for the benefit of his health.

(2) When the Chief Medical Officer is of opinion that the transfer of a sick prisoner to another prison is likely to lead to his recovery, or materially to prolong his life, he shall forward a brief statement of the case to the Superintendent, mentioning the prison to which a transfer is desirable. The Superintendent shall submit the case to the Director General of Prisons and Correctional Services for orders.

(3) The Superintendent shall, on the requisition in writing of the Chief Medical Officer, supply extra diet, clothing and bedding to prisoners about to be transferred. Medicines with instructions for their use shall, if necessary be supplied to the Officer in-charge of the escort.

(4) The Chief Medical Officer shall be responsible to see that all hospital entries are made up to date in the Medical case sheet at the time of transfer of the prisoner.

(5) No prisoner, who is incapable of ordinary hard labour on account of age, sickness or infirmity shall be recommended for transfer unless under special circumstances.

572. Transfer pending appeal.- The prisoners shall not ordinarily be transferred until the expiry of the period allowed for appeal, or until the result of their appeal is known.

573. Prisoners convicted in the same case.- Prisoners convicted in the same case may be transferred to different prisons, if, in the opinion of the Superintendent, such transfer are absolutely essential in the interests of discipline and maintenance of order in the prison.

574. Transfer of habitual prisoners.- The Superintendent shall report for the orders of the Director General of Prisons and Correctional Services any case in which he considers the transfer of a habitual prisoner from the prison desirable on the ground that the prisoner has been previously confined therein, or is otherwise familiar with the locality and surroundings; but habitual prisoners shall not as a matter of course, be transferred on these grounds.

575. When Director General of Prisons and Correctional Services sanction is not necessary.- The sanction of the Director General of Prisons and Correctional Services is not necessary in the following cases, namely:-

- (i) Transfer of prisoners required to give evidence or to undergo trial for an offence in another State;
- (ii) Enroute prisoners.

Explanation: - Copy of intimation regarding transfer of the above prisoners shall however be submitted to the Director General of Prisons and Correctional Services.

576. Transfer of prisoners convicted by Civil Courts of competent jurisdiction on reciprocal basis.- (1) Every prisoner convicted by Civil Court of competent jurisdiction in a State other than the State of his origin not being native of the State in which he is undergoing imprisonment may be transferred to his State of origin, if his unexpired portion of sentence is not less than three months at the time of his transfer, either to the prison in the district to which he belongs or to the prison nearest to his native place. In the case of any such prisoner to be transferred to his State, the Superintendent of Police of the district to which the prisoner belongs shall declare that the prisoner was a native of that district of Tamil Nadu prior to his conviction in the other State where the prisoner is confined.

(2) In the case of any such prisoner to be transferred to another State, the Superintendent of the concerned prison in Tamil Nadu State where such prisoner is confined shall send the nominal roll and the written declaration of the prisoner in duplicate which shall contain detailed and correct addresses, of the prisoner and his relatives in the other State, namely, the State of origin, to the Director General of Prisons and Correctional Services, Tamil Nadu, who shall, after ascertaining from the Director General of Prisons and Correctional Services of the other State, the name of the prison in the State of origin to which the prisoner has to be transferred, issue orders for the transfer of the prisoner.

Explanation (i): Due regard shall be paid to the wishes of a prisoner before transferring him to his home state, unless there are adequate reasons against it, for instance, his being out of mind or obstreperous or an aged parent requiring his transfer so that he may be able to see him during the last days and the like.

Explanation (ii): The transferring State shall bear the cost of transfer of the prisoner and the cost of maintenance of the prisoner shall be borne by the State of his origin from the date he is received in the prison in the State of origin.

577. Transfer of prisoners convicted by Court martial overseas or in India on reciprocal bases.— Every ex-military prisoner convicted by a Court-martial overseas or in India and confined in a prison other than his State of origin may be transferred to a Prison in his State of origin. The Superintendent of the Prison in which the prisoner is confined shall send immediately after admission, the nominal roll and written declaration of the ex-military prisoner in duplicate to the Director General of Prisons and Correctional Services, Tamil Nadu who shall, in consultation with the Director General of Prisons and Correctional Services the State of origin decide the Prison to which, such a prisoner shall be transferred according to the area to which the prisoner belongs and issue orders transferring such prisoner to the respective prison in other States. In the same manner, the Director General of Prisons and Correctional Services, Tamil Nadu shall also entertain the requests of prisoners of Tamil Nadu confined in the prisons of other States and inform the Director General of Prisons and Correctional Services in other States, the prisons to which such prisoners shall be transferred after proper verification by the Superintendent of Police of the district to which the prisoner belongs.

Explanation (i): - Ex-military prisoners should be transferred immediately to their State of origin irrespective of their unexpired portion of sentence.

Explanation (ii): - All ex-military prisoners of Tamil Nadu shall be confined in Central Prison-I, Chennai at Puzhal.

Explanation (iii): - The cost of maintenance of ex-military prisoners shall be borne by the States of their origin from the date they are received in their prisons and the cost of transfer should be borne by the Central Government from the Defense Service Estimates.

578. Transfer of prisoners prior to release.— Every habitual prisoner, police registered prisoner or prisoner ordered to pay a fine or to notify residence subsequent to release, or to undergo imprisonment in default of furnishing security to keep the peace or be of good behavior prisoner certified to be a mental defective, female and young offender prisoner shall, one clear week before the date of the expiry of his substantive sentence, if confined in a prison other than the prison nearest his home, be transferred to the prison nearest his home for purposes of release. The prisoners so transferred shall be confined in the outer quarantine block of the receiving prison and released therefrom. The release list referred to in rule 627 shall, however, be sent by the Superintendent of the transferring prison to the Superintendent of Police of the district in which the prisoner will be released one month prior to his transfer to the Prison nearest his home. This rule is subject to the condition that the prison to which it is proposed to transfer the prisoner is on or near the route which he would ordinarily take to his home and contains accommodation for his reception. The provisions of this rule may be relaxed in the case of prisoners willing to receive help from the Local Discharged Prisoner's Aid Society on release and habitual and police registered prisoners, who are leper patient.

579. Transfer of prisoners belonging to other States.— (1) As a general rule, police registered criminals, not being natives of the State in which they are undergoing sentence shall be removed, without regard to their wishes in the matter at any time if they are sentenced to three months, or less, and two months before their release if they are sentenced to more than three months, either to the prison of the district to which they belong or to the prison nearest to their native place, provided that such prison is declared by the State Government concerned as the receiving depot for prisoners removed from the State of Tamil Nadu. A prisoner sentenced to more than three months shall be transferred to a prison in his home district earlier than two months if he is willing or if there are adequate reasons requiring such transfer. All such cases as mentioned above shall ordinarily be intimated by the police to the Superintendent of Prison in the form of a police Registered slip. When police registered slip is received, the details to be filled in at the prison shall be completed and the slip attached to the prisoner's warrant and sent with him to any prison to which he may be transferred. At the same time an entry of the letters "P.R.T." signifying Police Registered prisoners for transfer shall be made in red ink in the Convict Register and Register of prisoner to be released. The Superintendent shall forward to the Director General of Prisons and Correctional Services a nominal roll of such prisoner with an application for his transfer one month before the date on which the transfer is to be effected in accordance with the rules. The Director General of Prisons and Correctional Services is authorized to order the removal of such prisoner as required above and shall pass a formal order sanctioning the transfer in consultation with the Director General of Prisons and Correctional Services of the state and with the consent of that Government to which the prisoner is to be removed. On the death or escape of a police registered prisoner, the Police Registered form attached to his warrant shall be returned to the Superintendents of Police of his district with an endorsement showing the date his death or escape. Similarly, any prisoner, whose detention in a prison of the State in which he is undergoing sentence is deemed in expedient may be removed with the previous consent of the Director General of Prisons and Correctional Services of the State and the Government of that State to which it is proposed to remove him.

(2) Natives of Assam convicted in the State for smuggling opium or cocaine and confined in prisons in this State shall be transferred at any time not exceeding two months prior to their release, to the prison nearest to their native place, the prison to which the prisoner is to be transferred being decided in consultation with the Director General of Prisons and Correctional Services of that State. The Superintendent shall, three months before the date of the release of every such prisoner, submit his nominal roll, in quadruplicate to the Director General of Prisons and Correctional Services Tamil Nadu who shall in consultation with the Director General of Prisons and Correctional Services of Assam, sanction the transfer and at the same time inform the Inspector General of Police and also the Excise Bureau of Assam, furnishing them with a copy of the nominal roll. Before applying for sanction for the transfer,

the Superintendent shall verify through, the Deputy Inspector-General of Police, Criminal Investigation Department, Assam, the statement of the prisoner regarding his native place. If the prisoner's statement is found to be incorrect, the matter should then be referred to the Inspector-General of Police, Criminal Investigation Department, Chennai for further verification.

(3) Police Registered prisoners for transfer or briefly P.R.T. prisoners for transfer of prisoners belonging to Jammu and Kashmir, Nepal and Bhutan shall be transferred to the prisons in India nearest to their native places, at any time not exceeding two months prior to their release, the prisons to which they are to be transferred being decided in consultation with the Director General of Prisons and Correctional Services of the respective State and also after verification of the facts. Intimation regarding release of P.R.T. prisoners belonging to Jammu and Kashmir shall be sent direct to Jammu and Kashmir Government. In the case of Police Registered prisoners for transfer prisoners belonging to Bhutan and Nepal, such intimation shall be sent to the Government of these States through India's political Officers or the Indian Embassy, as the case may be.

580. Transfer during epidemics. - Prisoners shall not be transferred while cholera or any other epidemic disease is present in either the transferring or receiving prison. Transfer along a route, where cholera or any other epidemic disease is prevalent, shall as far as possible, be avoided.

581. Grounds of re-transfer to be stated.- When a prisoner has been transferred for any special reason by the Director General of Prisons and Correctional Services, the Superintendent shall, when proposing his re-transfer, bring to notice the special reason for which the original transfer was made. There shall not be any suppression of facts.

582. Police to escort prisoners.- (1) The duty of escorting prisoners rests with the Police Superintendent who shall endeavour to reduce the calls upon the police as far as possible by transferring prisoners in batches. prisoners shall not ordinarily be despatched so as to reach the prison of destination on any of the recognized holidays for prisoners mentioned in rule 444(1) if such a contingency is likely to arise due to unavoidable circumstances, the Superintendent of the transferring prison shall forward a written request to the Superintendent of the receiving prison. The Superintendent of the receiving prison shall, however, entertain such admission on holidays even in the absence of any such request, but bring the irregularity to the notice of the Director General of Prisons and Correctional Services. prison shall, as far as possible, avoid sending prisoners of different categories in the same batch. However, if circumstances make this unavoidable, they shall give clear instructions to the Officer-in-charge of the escort to prohibit communication amongst such prisoners.

583. Application for escort.- When prisoners are to be transferred, the Superintendent shall apply to the Superintendent of Police sufficiently in advance, for the requisite guard, intimating the number of prisoners and the date and hour of their intended despatch.

584. Precautionary measures.- (1) Full details of the following type of prisoners shall always be supplied beforehand to the police by the Superintendent of the transferring prison, namely:-

- (I) prisoners with sentence of five years and above;
- (II) prisoners whose conduct in prison is bad or who have been found to be dangerous;
- (III) prisoners involved in similar serious offences;
- (IV) prisoners sentenced under section 262, Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023) and those who are known to have escaped or attempted to escape at any time.

(2) The District Collector, Superintendent of Police and the Superintendent of Prison shall be informed in advance while prisoners who are likely to attract public attention and cause stir are under transfer.

585. Provision of Women Police.- When a female prisoner is transferred, women police shall accompany her.

586. Intimation of prisoners transferred to be given.- The Superintendent shall furnish the Officer in charge of the escort with a memorandum showing the number of prisoners despatched their state of health, the route they are to take, and the date of despatch. He shall also intimate the Superintendent of the receiving prison, the number of prisoners to be transferred, the date of departure and probable date of arrival well in advance, and if necessary, by Electronic Mail.

587. Procedure prior to transfer.- The Superintendent shall, before transferring a prisoner, verify all the entries regarding him in the manner provided by rule 616 and shall certify on the back of the warrant, the number and date of the order directing the transfer and the date of transfer.

588. Disposal of prisoner's property.- (1) On the transfer of a prisoner, his property shall be dealt with as required by rule 494. The Jailer of despatching prison shall then cause a list to be made in triplicate, in Form No.43 of the property as entered in the Convict Register, and take the receipt of the Officer in charge of the escort for the property in the counterfoil. The duplicate and triplicate forms, the former signed by the Jailer of the despatching prison

together with the property shall be made over to the Officer in charge of the escort for conveyance to the receiving prison, where the duplicate list shall be retained and filed. The triplicate shall be signed by the Jailer of the receiving prison and handed over to the Officer in charge of the escort.

(2) If it is found that there is any discrepancy in the cash or Jewellery or property, immediate notice of the same shall be given to the Superintendent of the despatching prison who shall institute an enquiry into the matter.

589. Documents to accompany prisoner.- (1) The following documents relating to each prisoner transferred shall be given to the Officer in charge of the escort to be delivered to the Superintendent of the receiving prison, namely:-

- (i) His original warrant or warrants duly endorsed;
- (ii) A copy of the committing Courts judgment, if available, the order of any Appellate Court and any order of Government on petition made by the prisoner;
- (iii) A nominal roll in Form No. 46;
- (iv) His History Ticket;
- (v) His remission sheet, if any;
- (vi) His medical case if he is transferred on medical grounds;
- (vii) Duplicate and triplicate list of all private property belonging to the prisoner;
- (viii) A list of clothing, bedding and other Government property sent with him.

(2) The total amount of remission earned by every transferred prisoner up to the end or preceding month shall be endorsed on his History Ticket, Remission Sheet and on the Warrant and the entries shall be signed by the Superintendent. The Jailer of the transferring prison shall be responsible that the above information is duly and correctly supplied and that all documents to accompany the prisoners are correctly sent.

590. Prisoners to be searched before despatch.- Every prisoner shall be searched in the presence of the Jailer before despatch.

591. Supply of food and clothing on journey.- (1) Every prisoner, during transit, shall be allowed to wear his private clothing and shall be provided with prison bedding, eating and drinking vessels and dietary. Whenever the private clothing of a prisoner has been destroyed or sold, he shall on transfer, be provided with clothing as supplied on release under rule 497.

(2) When the journey to be made is short, sufficient supply of rations shall be given to the Police Officer in charge, for distribution at a suitable time. Police Officer in charge shall be furnished with funds sufficient to purchase the prescribed dietary.

592. Duty of the escorting Officer.- (1) The Officer in charge of escort shall see that prisoners do not communicate with outsiders and have no opportunity of obtaining forbidden articles including cash from their friends or relatives while in transit. During the transit period, the prisoner shall not be allowed to handle any cash, jewellery or other private property excepting his private clothing.

(2) If any breach or neglect of duty on the part of the Officer in charge of escort is noticed, the Superintendent of the receiving prison shall send a report to the Director General of Prisons and Correctional Services.

593. Admission of enroute to Central Prisons.- Prisoners in transit may be admitted into Central Prisons for medical treatment and to attend Court.

594. Custody of females and young offenders.- During transit, female prisoners and young offenders shall be separated from adult male prisoners.

595. Search during transit.- Male prisoners shall be searched by the Officer in- charge of the escort daily during transit.

596. Transfer by-rail or water.- (1) Prisoners shall ordinarily be transferred by rail where facilities for travel by rail exist. The fares of prisoners shall be included in the railway warrant prepared by the Police Department. The accommodation to be provided shall be of the lowest class in the case of 'B' Class prisoners and III A.C., in the case of 'A' Class prisoners.

Explanation: 'A' Class prisoners, if escorted singly, shall be permitted to travel, if they so desire in any class of accommodation higher than that which is permitted to them at their own expense which shall include any extra cost on account of the escort accompanying them. Such request may be rejected at the discretion of the escort party, if it is otherwise, not desirable.

(2) When prisoners are to be transferred by rail, timely notice shall be given to the Police of the intended date and hour of despatch with a view to make suitable arrangements with the railway authorities for their safe custody in transit and for the provision of the necessary accommodation.

(3) Subsistence allowance shall be paid to the prisoners at the following rates namely:

'A' Class and special class remand and under-trial prisoners be paid at Rs.40/- per prisoner per meal.

'B' class and ordinary remand and under-trial prisoners be paid at Rs.25/- per prisoner per meal.

597. Transfer by road. - (1) Whenever convicts are transferred by road, the line of route and place of halt for each day shall be laid down before hand by the Superintendent in communication with the police authorities and, if necessary with the Chief Judicial Magistrate.

(2) All able-bodied prisoners transferred by road shall be required to walk, if necessary, for want of proper conveyance and in the case of sick, aged or infirm prisoners, it shall be left to the discretion of the escort party to provide a suitable conveyance of their choice and to take note of the health condition of the prisoner. No prisoner shall ordinarily be allowed to march more than 24 Kilometers in 24 hours.

(3) When women prisoners are taken from one prison to another on transfer, they shall be provided with conveyances where the distances to be traveled by them exceeds 1.6 km. Conveyances may also be provided for shorter distances in cases in which for reasons of health, custom or other valid reason failure to make such provision would cause undue hardship to them.

(4) The police escort party, which is transporting prisoners by road, shall provide necessary conveyance even for a shorter distance. Taking into consideration the safety and security of the prisoners, the police shall chalk out the routes and places of halt, in advance. Any accident on transit should be promptly intimated to the Superintendent of the Prison from where the prisoner has been moved.

598. Procedure if prisoner falls sick. - If a prisoner becomes so ill on the road as to be unable to continue his journey, he shall be taken to the nearest hospital or lock-up or to any place where there is a public dispensary, for treatment by the Medical Officer, and a report of the circumstances shall be made to the Superintendent of the despatching prison and of the prison to which the prisoner was traveling.

599. Procedure in case of death of a prisoner in transit.- When a prisoner dies in transit from one prison to another, the Officer-in-charge of the escort shall at once report the circumstances to the nearest Judicial Magistrate, who shall enquire into the case and submit his report direct to the Director General of Prisons and Correctional Services and shall arrange for the disposal of the body. The Officer-in-charge of the escort shall also intimate at once the fact of death of the prisoner in transit to the Superintendent of the Prison to which the prisoner was being transferred and of the transferring prison who shall inform the deceased prisoner's relatives of his death.

600. Procedure if prisoner escapes.- If an escape occurs en-route, intimation shall at once be given by the Officer-in-charge of the escort to the authorities of the neighbourhood in which the escape occurs to enable them to take steps for the recapture of the prisoner. The Superintendent of the Prison to which the convict was about to be taken and of the transferring prison shall also be informed of the escape; and the latter shall take the prescribed measures for the prisoner's re-apprehension. The prisoner who escaped in transit shall on recapture be sent to the prison where he was originally being transferred.

601. Admission of transferred prisoners.- On arrival at the receiving prison, the usual procedure for the admission of prisoners shall be observed. The Superintendent shall satisfy himself that the correct number of prisoners has been received and that they have been properly dieted and cared for en-route.

602. Verification of lists accompanying prisoners.- When the Superintendent of the receiving prison has satisfied himself that the prisoner's documents and property have been correctly received, he shall countersign the memorandum referred to in rule 586 and the triplicate copy of the list of property referred to in rule 588 and shall return them together with any clothing issued at Government cost under rule 591(1) and other Government issued property belonging to the transferring prison.

603. Return of clothing and the like.- If no warder accompanied the prisoners, the clothing or the like shall be returned by rail, parcel or otherwise, provided that it shall be unnecessary to return the clothing of a prisoner transferred singly.

604. Facilities in the matter of letter writing.- Special facilities for writing welfare letters before and after transfer may be extended to prisoners at the discretion of the Superintendent.

605. Remission or suspension of sentence to the convicts transferred to prisons outside State.- (1) When persons are convicted by any Court they are under the responsibility of the Government of the State in whose jurisdiction they are convicted and sentenced. Transfer of prisoners from the State of conviction to their

Home State does not deprive the state of conviction of ultimate authority of custody or remission of sentence vested in them with regard to the prisoners. The prisoners are to be regarded as undergoing sentences during absence from the prison in the state of conviction.

(2) Ordinary remission which is prescribed for the purpose of controlling the work and conduct of a prisoner, shall be granted by the Superintendent of the Prison in which he is confined, in accordance with the scale laid down in the prison Manual of the State. But any special remission for which a scale is not provided for in the prison Manual of the State, Government remission or other remission under section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall be as sanctioned by the appropriate Government. The appropriate Government for ordering remission or suspension of sentence under section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) is the Government of the State, where the prisoner was convicted. In the case of conviction for offence relating to a matter to which the executive power of the Union extends, the "appropriate Government" is the Central Government.

(3) When it is considered desirable to release a transferred prisoner before he completes his term of sentence inclusive of remission earned and sanction under section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) is required, his case with the necessary documents shall be sent to the Director General of Prisons and Correctional Services who shall forward it with his recommendations along with the recommendations of the State Level Committee, if any, to the Director General of Prisons and Correctional Services of the State of conviction for obtaining orders of that State Government. In the case of Court-martial, prisoners or others convicted for offence relating to matters to which the executive power of the Union extends, the orders of the Central Government shall be obtained.

606. Repatriation of prisoners.- The procedure for processing repatriation requests of the prisoner or any one on behalf of him and the countries concerned are briefly described below and is detailed in the guidelines issued by way of Advisory by Ministry of Home Affairs, Government of India on 10th August, 2015:

- (a) The request for transfer should be made by the prisoner or anyone acting on his/her behalf voluntarily.
- (b) This request should be forwarded by the prison authorities of the country where he is lodged to the prison authorities of the country where he is to be repatriated.
- (c) The prisoner should be undergoing a sentence after being convicted by the Court of law for an act which is an offence in both the countries i.e. the Transferring Country as well as the Receiving Country.
- (d) There should not be any other cases pending in a Court of law at the time of making such a request and the prisoner should not be wanted in any other proceedings by any investigating agency.
- (e) At least 6 months period of his sentence should remain for such request to be considered.
- (f) On transfer the prisoner would undergo either the remaining period of his sentence or his sentence would be adapted in terms of existing provisions of law in the Receiving country without aggravating the period of his sentence. The period of sentence so adapted should closely be in line with the sentence awarded to him in the Court of law in the country where convicted and can be modified to bring it in line with similar provisions in the receiving country.

CHAPTER -XXXI

RELEASES

607. Pre-release programme.- The Superintendent shall arrange for a pre-release programme which is meant for: -

- (i) re-orienting the inmate about his responsibilities and social obligations;
- (ii) re-affirming the need for self-respect;
- (iii) setting in an attitudinal preparation for smooth return and re-adjustment to the inmate's family and community life; and
- (iv) preparing the inmate for his conditional release and for his post-release adjustment.

608. Pre-release preparation.- (1) The pre-release programme shall preferably be conducted on every Sunday or frequently as may be possible for a period of one month, by assembling all the prisoners due for release the next month and lecturing to them on common subjects, some of which are indicated below:

- (a) Health and mental hygiene;
- (b) Family planning.

- (c) Conditions and requirements of living in the society; likely problems and realities which the inmate may have to face after release and how to face them;
- (d) The economic problem, job opportunities; working of the Employment Exchange;
- (e) Suitably advising them to get admitted in the After Care Home for Males;
- (f) Budgeting and balancing family income;
- (g) Proper use of leisure, utilization of facilities and resources available in the society (e.g.) libraries, night Schools, vocational guidance centers and vocational training institutions;
- (h) Dangers of drinking, gambling, bad companionship, venereal diseases and the like;
- (i) Informal discussions aiming at group guidance; individual counselling and guidance. Either the Superintendent or any other prison official shall conduct the programme. The Local Regional Probation Officer shall have his turn on a day in consultation with the Superintendent.

609. Release of prisoner suffering from any contagious or dangerous disease.- A prisoner discharged from prison, if suffering from any contagious or dangerous disease, shall ordinarily be removed to the nearest hospital until he is in a fit state to be sent home.

610. Assistance to the prisoners to be released. - (1) The Welfare Officer and the Social Case Work Expert shall meet the prisoner desiring to meet them and render such help as are possible.

(2) If any member or representative from the Discharged Prisoners' Aid Society is willing, he may also be permitted once in a month to give pre-release advice to prisoners and explain to them the help that the Discharged Prisoners Aid Society will render after their release, if approached.

611. Names of convicts due for release be read out at parade. - The names of convicts for release during any month, as recorded in the register, shall be read out by the Jailer at a general parade to be held on the last day of the preceding month, and any complaint of omission shall be at once inquired into by the Jailer and, if necessary, brought to the notice of the Superintendent.

612. Completion and verification of accounts relating to prisoners.- The Jailer shall see that all accounts such as prisoners private cash property, wages relating to the prisoners are properly verified and completed by the respective Officers on the day previous to the release of the prisoner.

613. When the date of release falls on a prison holiday. - Should the date on which a convict is entitled to release fall on any of the prison holidays referred to in rule 444, he shall be liberated on the preceding day, an entry to that effect being made in the Convict Register and on the warrant:

Provided that this rule shall not apply to prisoners sentenced to two days' imprisonment either substantively or in default of payment of a fine.

614. Treatment of Electronic Mode of orders of release.- (1) No action shall be taken on a Electronic Mail directing the release of a prisoner, unless it has been sent by a Commissioner and Secretary to Government or the Registrar of the High Court. If doubt is felt as to genuineness of a message, an electronic mode of enquiry shall be made:

Provided that e-authenticated copy of the orders of the Supreme Court of India communicated to the Superintendent of Prisons through FASTER (Fast and Secured Transmission of Electronic Records) system shall be recognised and directions contained therein should be complied with.

615. Treatment on order of High Court. - When an order of release is received direct from the High Court under rule 128 of the Criminal Rules of Practice, 2019 by the Superintendent or Officer in charge of the Prison, the prisoner or prisoners concerned shall be released immediately without waiting for the receipt of the formal warrant of release from the lower Court. The same procedure shall be followed in cases where sentences are reduced or modified by the High Court and where, as a result of such reduction or modification, a prisoner is due for immediate release.

616. Procedure prior to releasing convict:- (1) On the day of release, the convict's state of health and weight shall be recorded by the Chief Medical Officer in the Convict Register and the convict's personal marks of identification shall be duly verified by the Jailer. The convict shall then be produced before the Superintendent or Additional Superintendent together with his warrant, the Convict Register, his History Ticket, the Register of prisoners to be released and Diary of convicts released and the amounts paid to them and his private clothing and other private property, if any,

(2) The Superintendent or Additional Superintendent shall compare the entries in the warrant with those in the registers, and shall satisfy himself that they agree and that the sentence passed on the prisoner has been duly

executed. He shall then sign the endorsement for release on the warrant, certifying to the execution of the sentence and the date of release and shall affix his initials together with the date in the proper column of the Convict Register.

(3) The procedure laid down by rule 494 shall then be carried out and the subsistence allowance to which the prisoner is entitled shall be paid to him in the presence of the Superintendent or Additional Superintendent.

(4) On receipt of the orders of Government directing the release of a prisoner under rules 632 or 633, the prisoner shall be placed before the Chief Medical Officer for examination before effecting the actual release and the Chief Medical Officer shall certify that the prisoner's state of health continues to be same as it was when his case was originally recommended to Government, justifying his release under rule 632 or 633. If the Chief Medical Officer considers that the condition of the prisoner, on the day of receipt of the orders of release, does not justify his release under rule 632 or 633 as originally recommended, he shall issue a certificate to that effect to the Superintendent of the Prison who shall not release the prisoner but forward the certificate to the Director General of Prisons and Correctional Services for transmission to Government.

617. Issue of release certificate. - Each released prisoner shall be given a certificate of release showing details such as date and time of release from prison, if it is required by the prisoner.

618. Time and method of release. - Every convict to whom prison clothing has been issued shall be required to wash it clean on the morning of his release and every prisoner shall be given the usual food before release. Ordinarily, prisoners shall be released as soon as possible after the mid-day meal or earlier if the train to their homes starts earlier. All prisoners shall be released at the prison gates. No prisoner shall be released after the lock up of the prison.

619. Compliance with orders for release of prisoners. - If an order for the release of a prisoner otherwise than on medical grounds is received before 5 p.m., or on any of the prison holidays referred to in rule 444 it shall be acted upon forthwith. If such an order is received after 5 pm on any day, whether it is a prison holiday or not, it shall be acted upon on that day itself if possible and in any event on the morning of the next day.

620. Release of a prisoner in Superintendents absence. - If an order for the unconditional release of the prisoner is received at the prison before 5 p.m and in the absence of the Superintendent, the prisoner shall be released by the Additional Superintendent. In his absence he shall be released by the Jailer. They shall strictly carry out the procedure laid down in rule. The Jailer shall not sign the endorsement on the warrant but shall put up the same with convict Register before the Superintendent or Additional Superintendent for signature next day.

621. Grant of travelling expenses. - (1) Subject to the provisions contained in sub-rule (6) every 'A' or 'B' class prisoner and every inmate of a Borstal School whose destination, after release is on or near a line of railway shall be supplied with a railway ticket of the second class to the station (i) nearest his home or (ii) at which he was convicted, or (iii) to the Station nearest to the place at which he is to be employed after release, as the Superintendent may decide:

Provided that if they desire to travel by a higher class, they shall be allowed to do so provided they themselves pay all additional expenses:

Provided further that a ticket shall not be issued to an Indian Military prisoner to the place at which he was convicted, if his regiment is for the time being quartered there unless such place happened to be his home.

(2) When a journey has to be made by boat or steamer, the prisoner shall be provided with a passage or passage money to the halting place nearest his destination at the lowest rate.

(3) The payment of subsistence allowance for 'A' and 'B' class prisoners shall be at the rates specified in serial number 23 of the delegation of financial powers to Superintendent in Part X of the Tamil Nadu Prison Manual Volume III, subject to the following conditions namely:-

(i) The term "Indian Military Prisoners" is intended to include all military prisoners, who are not enlisted out of India.

(ii) A Railway warrant is available for the day of issue only, except when, for special reasons the Superintendent makes it available for the day following.

(iii) For the purposes of this sub-rule, 24 kilometres by road shall be regarded as a full day's journey.

(iv) For the provision of conveyances to released women prisoners, rule 950 shall apply.

(4) Where facilities exist for travel by bus in respect of the whole or any portion or road journey of more than 8 kilometres the released prisoners shall be paid the bus fare:

Provided, that when the distance of the journey by bus is over 80 kilometres which can be covered partly by rail and partly by bus, the prisoners shall be given a warrant for the railway journey and bus fare for the road journey of over 8 Kilometres.

(5) Convicting Courts shall note in the warrant of commitment wherever necessary, the following particulars namely:-

(i) The distance that will be covered by bus from the nearest prison or railway station to the bus stand nearest to the prisoner's place of residence;

(ii) The distance from the bus stand nearest to the prisoner's place of residence to his place of residence; and

(iii) The amount of bus fare.

(6) In the case of prisoners released on bail pending appeal, the issue of railway warrant, payment of bus, boat or steamer fare and the payment of batta and subsistence allowance shall be restricted only to such prisoners as are not possessed of sufficient cash property to meet their travelling expenses and for whom no amount necessary to meet the travelling expenses has been received, subject to the following conditions namely:-

(i) Only the difference between the amount required for their travelling expenses and the amount of cash property actually held by them shall be paid; and

(ii) Such payments may be entirely in cash in cases where the amount is not enough to cover the issue of a railway warrant for the railway journey.

622. prisoners unable to walk. - Sick prisoners on release, if unable to travel on foot, shall be provided with conveyance charges as may be necessary. In such cases, their families shall be informed of the date of release and about their sickness and asked to receive the prisoner on release at the prison gates.

623. Return of warrant to Court. - On the release of a convict, the warrant under which he was confined shall within 36 hours be returned to the Court from which it was issued with the certificate referred to in rule 616 stating the manner in which the sentence has been executed, or the reasons such as remission, pardon, reversal of the sentence (with the number and date of any orders of Government or any Court authorizing the same), why the convict has been discharged from custody before his sentence had fully expired. The date of the return of the warrant shall be recorded in the Convict Register. The endorsement shall be in the following form namely:-

"I hereby certify that the sentence passed on the prisoner named in this warrant has been executed according to law and that he has this day been released from custody on appeal or expiry of sentence or bail, he having earned day's remission.

Prison.

Dated, 20 .

Jailer Additional Superintendent /Superintendent

Explanation (1): - Warrants of commitment of prisoners sentenced by (i) General Court - Martial (ii) Summary General Courts – Martial or (iii) District Courts – Martial should be sent to the Judge, Advocate-General in India and those of prisoners sentenced by (iv) Summary Courts martial to the Officer Commanding the unit in which the Court was held after the sentences have been executed. The discharge certificates of these prisoners shall be delivered to them at the time of their release.

Explanation (2): In case of release on bail, reversal or modification of the sentence, the warrant of commitment shall be returned to the original Court through the Appellate Court except in case of order issued by the High Court.

Explanation (3): In a prison where there is an Additional Superintendent, the release endorsement shall be signed by him.

624. Return of warrant of prisoners undergoing more than one sentence: - When a convict has to undergo two or more sentences under different warrants, each warrant shall except where an order under section 394 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) has been made against the convict, be returned to the Court immediately on expiry of a sentence to which it relates. The warrant of commitment on which an order under section 394 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) is entered shall not be returned to the committing Court until such time as the prisoner has undergone all the sentences under different warrants and has been served with the copy of the order of the Court for notification of his residence and any change of, or absence from such residence under section 394 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

625. Return of warrant of a prisoner who dies. - The warrant of a prisoner who dies in prison shall be returned to the Court within 36 hours of his death with an endorsement certifying to the date and cause of death.

626. Return to warrant of commitment for trial. - Warrants of commitment for trial shall, as soon as the trial is over, be returned to the committing Magistrate with an endorsement signed by the Superintendent, in one of the following forms as may be applicable namely.

(1) prisoner was acquitted and discharged by the Court this day; or

(2) prisoner was convicted this day and is now in my custody under a warrant of the Court sentencing him to; or

(3) prisoner died in prison on theof (state cause of death)

Explanation: When a prisoner is acquitted in Court, a formal warrant of release, is not usually sent to the Superintendent.

627. Intimation to police of impending releases: - Not later than the 15th of each month, the Superintendent shall send to the Superintendent of Police of the district in which the prison is situated a list of-

(1) prisoners registered for shadowing (PRS) in accordance with Police Standing Order No. 800 Volume 1.

(2) prisoners who have to notify residence under section 394 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

(3) Those imprisoned under the bad livelihood sections, who will be released during the following month, in Form No.56, and a similar list shall also be sent to the Superintendent of Police of any other district in which the prisoners homes may be situated, or in which they may have been convicted. When necessary, a supplemental list containing the names of prisoners admitted after the 15th of each month and who will be released during the following concerned. The name of the probable railway station of destination shall be given against the name of each convict who is expected to travel by train. As regards prisoners transferred for release to the prisons nearest their homes rule 578 shall apply.

Explanation: - Rule 208 of Criminal Rules of Practice, 2019 deals with notification of residence and change of residence by released convicts.

628. Release of a prisoner coming under the Finger Print Rules.- When a prisoner coming under the Finger Print Rules is to be released conditionally, his finger prints and impressions shall first be taken by a duly qualified finger print expert before the prisoner is allowed to leave the prison premises.

629. Release of a prisoner in certain cases.- (1) A prisoner who is due for release, but has another case pending against him for which he is not on bail, shall be treated as released as a convict, but detained as an under trial prisoner if a remand warrant for the second case has been received from the Court. If the prisoner is on bail for the second case, he shall be informed before release, of the date on which he has to appear before the Court and a written undertaking to this effect shall be taken from him.

630. Report to police of convict's deaths.- At the end of each month, the Superintendent shall forward to the Superintendent of Police or to the Commissioner of Police of the city concerned a list in Form No. 57 of all convicts who died in the prison during the month. If a deceased convict belongs to or was convicted in a district other than that in which the prison is situated, his roll shall be sent to the Superintendent of Police concerned.

631. Release of blind or decrepit prisoners.- (1) In all cases of complete and incurable blindness not caused by any act of the prisoner in order to procure release, or of decrepitude or other incurable infirmities, such as advanced pulmonary tuberculosis, which incapacitate a prisoner from all commission of further crime of the nature of that for which he is confined, a report recommending the release of such prisoner may be submitted by the Superintendent to the Director General of Prisons and Correctional Services. This report shall state the amount of remission earned by the prisoner, the date on which he would be released in the ordinary course, details of his conduct in prison, and of periods spent in hospital or on the convalescent gang, together with information as to the prisoner's home, and relatives likely to receive him and with such other remarks as may appear necessary. It shall be accompanied by a nominal roll in Form No.46 and by a report by the Medical Board on the state of the prisoner's health.

(2) If the case appears to be a suitable one for submission to Government, the Director General of Prisons and Correctional Services shall forward the report and its enclosures to the Collector of the district in which the prisoner's home is situated or in which the prisoner's relatives reside and shall inquire whether he sees any objection to the conditional release of the prisoner. At the discretion of the Director General of Prisons and Correctional Services, the case may be submitted for the orders of Government.

632. Release of sick prisoners.- (1) If the Medical Board considers (i) that any prisoner is dangerously ill and that his illness, has not been purposely caused or aggravated by the prisoner himself (ii) that his illness, whether caused by imprisonment or not, will be so aggravated by further imprisonment as to render his early death likely; and (iii) that the prisoner will have a reasonable chance of recovery, if released, the Medical Board shall record a certificate in the following form namely:

"It is hereby certify that convict No.(Name) is in our opinion dangerously ill, suffering from (name of disease). His illness has not been caused or aggravated by any acts committed by him in order to procure release, and we sincerely declare that in our opinion he is likely to die if he remains in confinement, but that he will have a reasonable chance of recovery if he is released".

In order to be accepted by Government, the certificate must strictly be in accordance with the terms of this rule. To it, the Medical Board shall append a full statement of the medical case and of the reasons which lead it to the belief expressed in the certificate.

(2)The Superintendent shall at once consult the Collector of the district to which the prisoner belongs about the desirability of releasing the prisoner and then forward the papers to the Director General of Prisons and Correctional Services for submission to Government together with a nominal roll of the prisoner showing the amount of remission earned and any remarks relevant to the case the Superintendent may desire to add. A certificate to the effect that the Superintendent has satisfied himself that the convict will, if released, be suitably cared for, shall accompany the other documents.

(3) If the unexpired period of the prisoner's sentence exceeds six months, the Director General of Prisons and Correctional Services shall immediately report the facts of the case, along with his recommendations, to the Government.

(4) No prisoner, without any friends or relatives willing to take charge of him/her, shall be released under this rule.

(5) This rule shall not apply to a prisoner who goes on a hunger strike. A prisoner on hunger strike shall in no circumstances be released.

633. Release of prisoner in danger of death. - (1) If the Medical Board considers that a convicted prisoner is in danger of dying from illness (not due to an infectious disease), and that there is a probability of his/her recovery when released, the Medical Board shall furnish a certificate to that effect. On receipt of the Certificate, the Superintendent shall immediately report the fact to the Director General of Prisons and Correctional Services. He shall also at the same time send for the prisoner's relatives or friends and ascertain whether they are willing to look after him. If so, he shall take from them a security bond to the effect that in the event of the prisoner being prematurely released on account of illness, they will give him/her up at any time they may be required to do.

(ii) If a prisoner detained solely under a sentence of imprisonment in default of furnishing security to maintain peace or for good behavior, is so seriously ill that he/ she is likely to die, whatever be the term of his unexpired sentence, the Superintendent shall refer the case to the District Magistrate of the District, in case the order is passed by an Executive Magistrate, or to the Court of Sessions, in case the order has been passed by a Judicial Magistrate, for necessary orders of release under Section 142 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023).

(iii) Every case of release under these rules shall immediately be reported to the Director General of Prisons and Correctional Services by the Superintendent. The District Magistrate and Superintendent of Police of the district of the convict so released shall also be informed of the prison accordingly by the Superintendent of Prisons.

(iv) If the friends or relatives of a sick or dying prisoner, whose release has been sanctioned under above rules, express their inability to meet the expenses of a journey to the prison, the prisoner may be transferred, if fit to travel, in anticipation of sanction of the Director General of Prisons and Correctional Services, to the Prison of the district where he/she shall stay, provided that no prisoner shall be so transferred to any district beyond the jurisdiction of the State without the special sanction of the State Government concerned.

(v) In the event of such a prisoner dying before he/she can be released, the death shall be recorded in the records of the prison from which he/she was transferred.

634. Release of security prisoners on Medical grounds.- If a prisoner detained solely under a sentence of imprisonment in default of furnishing security to keep the peace or for good behavior is so seriously ill as to be likely to die, whatever the term of his unexpired sentence, the Superintendent shall refer the case immediately to the District Magistrate or the Chief Judicial Magistrate, as the case may be, of the district in which the prisoner was ordered to give security, who should exercise the discretion allowed to them by section 142 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) to release the prisoner.

635. Conditions to release on grounds of health.- In the absence of instructions to the contrary, every release from prison on medical grounds under rules 631 and 632 shall be subject to the condition that the prisoner agrees and subscribes to the conditions set forth in Form No.58. This form shall be printed in English and in the language of the district to which the prisoner belongs. The prisoner shall sign copies of the form both in English and in the language of his district and the copy signed in the latter language shall be delivered to him on his release, the English copy being retained in the prison. The prisoner shall be instructed to produce his copy of the form of release when reporting himself to the police authorities but it shall not then be taken from him. A prisoner released from prison situated in a district other than that in which he wishes to reside, shall be handed over to the police of the district in which the prison is, for escort to the district where he proposes to reside. Where the prisoner, undergoing special treatment in a civil hospital under rule 636 is released directly from that hospital without returning to prison custody, the condition contained in Form No.60 shall be subscribed to by the prisoner before such Officer or Magistrates as the Government shall direct in their order of release. The Officer before whom Form No.60 is signed shall forward the English copy to the Superintendent of the Prison from which the prisoner was temporarily released.

636. Conditional release for treatment outside hospital.- (1) If, in the opinion of the Chief Medical Officer, a convicted prisoner requires special treatment in a hospital outside the prison or in a mental health establishment as defined in the Mental Health Care Act, 2017 (Central Act X of 2017), which is likely to lead to his recovery or materially to prolong his life, he shall certify to the necessity of transferring the prisoner to such hospital or mental health establishment, record a full statement of the case and forward it to the Superintendent who, after getting order from the Director General of Prisons and Correctional Services, shall send the prisoner to such hospital or mental health establishment subject to the prisoner or any relative or friend of the prisoner executing a bond in Form No.59. The Chief Medical Officer shall exercise utmost care in recommending prisoners for treatment outside hospital or mental health establishment.

(2) This form shall be in English and in the language of the district. The prisoner or his relative or friend, as the case may be, shall sign two copies, of which one shall be retained in the prison and other delivered to the person concerned for production before the Officer in charge of the hospital or mental health establishment where the prisoner is to undergo treatment and again on his discharge from the hospital or mental health establishment before the Superintendent of the Prison in which he was originally confined. Before removing the prisoner, the Superintendent of the Prison shall inform the Superintendent of the hospital or mental health establishment of the removal and relatives or friends of the prisoner and then shall make necessary arrangements to send him to the hospital or mental health establishment for treatment. The prisoner shall be provided, if necessary, with railway warrants for his journey to and fro, subsistence allowance and bus fare. The railway warrant, subsistence or any other allowances for the return journey may be sent to the Officer in charge of the civil hospital or mental health establishment to be delivered to the prisoner on discharge. At the time of removal from the prison, the prisoner shall be provided with private clothing which shall be withdrawn on his re-admission. If the Chief Medical Officer considers the case as serious as to provide attendant, women prisoners shall be provided with women attendants.

(3) In the case of prisoners of dangerous type who are sent to civil hospitals or mental health establishment for special treatment, a regular police guard shall be arranged. Such a prisoner shall be sent to the civil hospital or mental health establishment only after ascertaining from the authority concerned that separate accommodation is available. In an emergent case, necessitating the immediate removal of a sick prisoner to a civil hospital or mental health establishment, in which a delay in sending the prisoner, to such an institution is in the opinion of the Chief Medical Officer of the Prison, likely to prove fatal, the prisoner shall be sent without delay to the civil hospital or mental health establishment and the authority concerned shall make the best possible arrangements irrespective of the fact that separate accommodation is or is not available in the hospital or mental health establishment.

(4) In the case of dangerous woman prisoner who is sent to a civil hospital or a mental health establishment for special treatment and accommodated in a separate room, two women warders for chaperonage, one for duty by day and the other for duty by night, shall be employed irrespective of the number of prisoners in that room. They shall be in addition to the usual male police guard. When for want of separate accommodation, a dangerous women prisoner has to be admitted in a female general ward, she shall be guarded by four temporary women warders, two by day and two by night, and not by the regular male police.

Explanation: The disposal of bodies of prisoners dying in civil hospitals shall be subject to the provisions of rule 771.

(5) The release of a prisoner, who is in an outside hospital shall be done by the Chief Medical Officer in charge of the hospital, on receipt of necessary intimation from the Superintendent of Prison concerned. If necessary, the patient may be kept in a ward, other than the Prison ward if he is willing to continue treatment.

637. Discharged prisoners' Aid Society.- (1) The Tamil Nadu Discharged prisoners Aid Society in Chennai and its branches located in the district headquarters are mainly non-official in character, but receive official assistance and support. The Prison Officers including the Officers in the Probation Branch shall take an active part in advancing the aims and objects of the Society.

(2) The Honorary Secretary and the Agent of the local society shall have free and reasonable access to all prisoners whose sentences are about to expire, for the purpose of ascertaining their needs and plans for the future with a view to deciding the assistance required, if any, in each case.

(3) The Superintendent shall give the Honorary Secretary of the local society at least a month notice of the impending release of prisoners selected for help and patronage and afford every facility to the Secretary or the Agent to interview prisoners for this purpose.

(4) A record shall be carefully maintained of all prisoners assisted by the Society and an analysis of the cases assisted incorporated in the Superintendent's Annual Report.

CHAPTER – XXXII

EMERGENCIES

638. Situations to be handled on emergency basis. - The following situations shall be handled on emergency basis namely:-

- (i) escapes;
- (ii) out-break;
- (iii) riot;
- (iv) strike;
- (v) hunger-strike (individual or mass);
- (vi) assault;
- (vii) suicide;
- (viii) accidents;
- (ix) fire;
- (x) epidemic;
- (xi) food poisoning;
- (xii) over-crowding;
- (xiii) failure of water supply, electric power lighting arrangements, essential prison services like conservancy and plumbing;
- (xiv) non-supply of foodstuffs or raw material resulting in breakdown of prison routine;
- (xv) flood;
- (xvi) Earthquake;
- (xvii) terrorist attack;
- (xviii) bomb explosion;
- (xix) war/bombing;
- (xx) nuclear, biological and chemical disasters; and
- (xxi) Any other man-made or natural disasters;

639. Measures for prevention and control of emergency situations.- It is the responsibility of the Superintendent to take sufficient measures for as are indicated below for preventing and controlling emergency situations:-

- (i) demarcation of an out-of bound area around the perimeter wall of the prison;
- (ii) adequate guarding and security measures and periodical inspection thereof;
- (iii) system of thorough searches;
- (iv) proper maintenance of prison building and premises;

- (v) proper custody of tools and equipment;
- (vi) proper control over movement of prisoners;
- (vii) timely segregation of prisoners who are instigators or of bad character and are potential risks to prison discipline;
- (viii) prompt and strong but considerate handling of all discipline problems;
- (ix) attending to care and welfare requirements of prisoners;
- (x) system of good discipline;
- (xi) careful handling of plant and equipment;
- (xii) accident preventive measures;
- (xiii) fire preventive measures;
- (xiv) firefighting equipment at all vulnerable points;
- (xv) good environmental and institutional sanitation and hygiene;
- (xvi) proper procedure of quarantining of newly admitted prisoners;
- (xvii) segregation of prisoners suffering from contagious diseases;
- (xviii) proper storage and inspection of articles of food-stuffs;
- (xix) observance of the required minimum standards in kitchen and canteen operations service of food and eatables;
- (xx) periodical inspection of plant equipment, emergency operations, etc;
- (xxi) wire guards on trees to discourage prisoners climbing them for escape;
- (xxii) standby arrangements for water storage, power plant and emergency lighting;
- (xxiii) concealing all drainage and water pipes in the buildings;
- (xxiv) Delegation of powers to prison Officers (Jailer, Additional Superintendent and Superintendent) to use force in emergent situations as is given to the police.

640. Equipment for emergencies.- (1) Each prison shall be properly equipped with the following articles to meet various types of emergencies namely:-

- (i) firefighting equipment;
- (ii) emergency lighting arrangements like electric torches and other advanced lighting equipment;
- (iii) search lights;
- (iv) steel helmets;
- (v) canes;
- (vi) tear gas equipment;
- (vii) water hoses;
- (viii) telephones and inter - Communication system;
- (ix) arms and ammunition;
- (x) ladders, axes, knives, ropes, chains, handcuffs, alarm, siren and alarm indicators;
- (xi) first Aid kit;
- (xii) Video camera/digital camera/any other electric equipment for photography.

(2) The Superintendent shall obtain necessary sanction of the Director General of Prisons and Correctional Services for the purchase of articles referred to in sub-rule (1) above.

(3) It shall be the responsibility of the Superintendent of the Prison to ensure that the articles referred to in sub-rule (1) above are kept in good condition always for use in emergency.

(4) The Superintendent may at his discretion, video graph the ordinary and special events which required to be video graphed outside or inside the Prison. The video recordings so taken may be produced in any Courts of Law, National Human Rights Commission or any other authority or Government institutions as an evidence to file a case against the prisoner or Officer or for any other purpose, unless or otherwise specially ordered to retain the said video recordings for longer period for any specific purpose to be used as evidence in the Courts of Law or any other proceedings, the said video recordings shall be preserved for a minimum period of six months for further reference.

Provided that the video recordings of the Closed Circuit Television cameras fixed in Prisons shall be preserved for thirty days.

641. General instructions for handling emergencies.- The general instructions to be followed in handling emergencies shall be as follows:-

- (i) giving of immediate first aid to the injured;
- (ii) cordoning off of the affected area and immediate action to prevent the spreading of trouble to other areas;
- (iii) quick intimation to all authorities concerned;
- (iv) report to authorities concerned for instructions or help, if necessary;
- (v) if the Superintendent is absent at the time of occurrence, immediately on receiving the information, he shall visit the prison and take suitable measures for controlling the emergency. Wherever there is an Additional Superintendent, he shall also be informed and he shall visit the prison and assist the Superintendent or take command in the absence of the Superintendent and handle the situation;
- (vi) use of control measures, such as, handcuffing or locking of prisoners, segregating rowdy elements, mob dispersal and the like;
- (vii) tightening of all security measures according to the requirements of the situation;
- (viii) mustering all possible help for effective handling of the emergency;
- (ix) obtaining all necessary assistance from the District Collector, Police and Fire Brigade;
- (x) Institutions where dangerous prisoners are kept, or where there is a likelihood of any kind of serious disturbances, should be fully equipped in all respects. In such institutions, the security arrangements should also be very strict;
- (xi) Each central and district Prison should have a Quick Reaction Team as provided in Chapter XXI (Guarding). The personnel of this squad should be given special training in handling various emergencies or unforeseen situations and should also be properly equipped and ready for action;
- (xii) Drills for handling emergencies should be held at fixed intervals and a report should be submitted to the Director General of Prisons and Correctional Services in the prescribed form.

I. ESCAPE

642. Alarm to be given of escape.- (1) A siren or an alarm gong or bell capable of being heard at the quarters of the subordinate officials shall be kept at or near the main gate of every prison, and at every place where prisoners in large numbers are employed. In the latter case, the sound of the siren or gong shall be sufficiently penetrating to be heard at the main gate.

(2) The signal that assistance is urgently needed, owing to an escape or attempt to escape shall be the blowing of a whistle, to be followed by the sounding of the bugle and striking of the alarm gong. If the alarm gong is not originally sounded at the main gate, it shall be repeated there.

643. Attempt at escape.- Should any prisoner attempt to escape, the guard or sentry shall at once raise the alarm, if the help of other guards is essential to prevent the prisoner's escape. He shall at the same time take all necessary steps to prevent the prisoner's escape. The armed guard shall be ready at a moment's notice to prevent any combined attempt to escape.

644. When an escape takes place from an extramural gang.- (i) On the alarm being sounded owing to an occurrence outside the Prison, the Officer in charge of the standing guard at the main gate shall forthwith despatch as many warder as he can spare to the assistance of the escort giving the signal. The remaining warders on assembling shall act as the senior Officer present may direct.

(ii) The warder in charge of an outside gang from which a prisoner has escaped shall, after sounding the alarm, collect rest of the gang, detach one of his escort, if available to follow the escaped prisoner and march the gang back to the main gate of the Prison where he shall report the escape to the senior Officer on duty.

645. Duty of Jailer.- Upon a report of an escape being received, the Jailer or senior Officer on duty shall:—

(1) despatch a party of sufficient strength to search the locality in which the escape occurred; and

(2) inform of the escape to the Superintendent and the Additional Superintendent who shall take suitable follow up action with reference to these rules.

646. Escape during night.- If the escape takes place during night time and there is possibility of the prisoner still being inside the prison, search shall be made with torch lights inside the prison.

647. Duty of Superintendent.- The Superintendent shall give prompt notice of the escape, accompanied by a Normal roll in Form No.46 giving personal and descriptive marks of the escaped prisoner, to the nearest police station, to the nearest Executive Magistrate and to the District Magistrates. He shall also send immediate intimation by electronic mail/telephone to the police near the prisoner's home, and if the prisoner belongs to a district other than that in which he is confined, to the Magistrates of the former district or in the case of City, to the Commissioner of Police.

648. Report to Director General of Prisons and Correctional Services.- If a prisoner escapes, the Superintendent or in his absence the Additional Superintendent or Jailer shall immediately convey the message over phone to the Director General of Prisons and Correctional Services and in his absence to the next Officer available in the headquarters followed by a detailed report within 24 hours from the time of escape. A copy of such report shall also be sent to Government. The report shall contain the information as to the time and circumstances under which the escape had occurred, the party or parties by whose neglect it occurred, whether the prisoner has been recaptured and if not, the measures taken to recapture him. As and when the escapee is recaptured, a further report shall be sent to the Director General of Prisons and Correctional Services.

649. Publication of escapes.- Notice of the escape of prisoners and of the rewards offered for their recapture shall be published in the District Gazette, if so ordered by the Director General of Prisons and Correctional Services.

650. Power to sanction rewards.- The powers of the Director General of Prisons and Correctional Services to sanction rewards as set out in item 18F of Appendix 14 to the Tamil Nadu Financial Code, Volume II.

651. Reward to prisoner preventing an escape.- All cases in which prisoners prevent an escape, either by giving warning of any plot or preparation, or by seizing a prisoner attempting to escape, or otherwise, shall be brought to the notice of the Director General of Prisons and Correctional Services, with a view to a reward being conferred.

652. Punishment of conduct facilitating an escape.- Every Officer of the prison through whose assistance, connivance, or neglect, an escape takes place shall be prosecuted under sections 260, 261, or 264 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) unless very extenuating circumstances are present, or unless the Superintendent considers the evidence insufficient to procure a conviction, when the case shall be submitted to the Director General of Prisons and Correctional Services for orders.

653. Procedure on recapture.- (1) The recapture of the prisoner shall be informed to all concerned to whom the intimation on the escape of the prisoner was originally sent.

(2) A recaptured prisoner may be received back into prison on his original warrant.

654. Procedure regarding disposal of warrants of escaped prisoners.- The warrant of a prisoner who escapes from prison shall be retained in the prison for a period of ten years from the date of his escape. If he is not recaptured within that period, it shall be returned to the committing Court with an endorsement that the prisoner escaped from the prison ten years ago and has not been recaptured.

II OUTBREAKS

655. Alarm to be sounded on outbreak.- In the event of an outbreak or disturbance, the prison official present at the scene of occurrence shall raise the alarm by blowing his whistle when it shall be duty of the warder staff to blow their own whistles. Upon this signal being given, or when news of an outbreak or disturbance is otherwise received, the alarm shall be sounded, on the bugle or siren and the bell or gong at or near the main gate shall be rung when it shall be duty of every prison official who is outside the prison to proceed at once to the guard room and arm himself with baton. A messenger shall be sent by the senior Officer present to the Superintendent, Additional Superintendent and Jailer if they are absent, and to the quarters if necessary to summon every available man.

656. Procedure when alarm is sounded.- Upon the alarm being given, the reserve guard shall arm themselves with rifles loaded with ball ammunition and fixed bayonets and stand outside the prison in readiness. The main gate sentry with their or other warders shall be posted between gates and unless the prisoners are actually threatening

the main gate, the rest of the force available shall enter the prison armed with batons and proceed at the double to the scene of the disturbances. If the prisoners are threatening the main gate, it must be defended until the guard is strong enough to enter and drive the prisoners back. The armed reserve guard shall not enter the prison or arrive at the scene of the disturbance until specially sent by the Officer in command.

657. Duty of convicts on hearing alarm.- It shall be the duty of every convict immediately upon the alarm being given, to run at once to previously selected places of security, usually the nearest sleeping barrack, where they shall be as far as possible locked in by the warders inside the prison. prisoners should be warned that neglect of this rule shall render them liable to be treated as participating in the outbreak and to be fired on.

658. Method of quelling disturbances.- (1) On reaching the scene of disturbance, the guard shall proceed to quell it by means of baton charge or by the use of tear gas, if available, as the Officer in command may decide, action being first directed to preventing any attempt to escape, to isolating the rioters from other convicts, and to rescuing any prison Officer who may be in danger. If the disturbance is accompanied by violence to any prison official or by a combined attempt to be out of the prison, or of any yard or enclosure, the Officer in command shall warn the prisoners that they will be fired upon if they do not submit. If circumstances permit of the delay, this warning shall be given three times. If the prisoners do not submit or the outbreak or disturbance cannot be quelled by the means referred to above, the Officer in command may summon the reserve guard and open fire on the refractory prisoners, but shall stop firing as soon as they cease resistance or submit. Only minimum force necessary shall be used in all circumstances.

(2) On arrival of the Superintendent or Additional Superintendent their orders shall prevail and all Officers from the rank of Jailer and below shall act as per their orders.

(3) Prison officials shall not attempt to disperse a mob outside the prison, unless the prison staff is threatened.

(4) Enquiries on incidents like assaults on prison officials shall be conducted by the Superintendent or such other Officer as the Director General of Prisons and Correctional Services may direct.

659. Defence of main gate.- The main gate sentry and the additional warders posted between gates shall defend the main gate. If prisoners cannot be driven back by other means than by opening fire. Firing shall be resorted to after due warning. The firing shall be stopped as soon as the prisoners are driven back.

660. Disturbance within wards.- If the disturbance occurs within the wards, as at night, the available force shall enter the prison armed with batons and shall proceed at the double to the yard gate, when a party shall be detached to enter the ward and quell the disturbance the remaining force remaining at the yard gate.

661. Treatment of extramural gangs.- Gangs which are outside the prison when the alarm is sounded shall be at once collected and halted under the charge of their escort until the disturbance is over, the convict being made to sit down close together. If situation permits, these gangs shall be taken in and locked up in a ward with a view to release the warders in charge of the gang for other duty.

662. Rehearsal of procedure on alarm.- It is of importance that, if an outbreak occurs, every man shall know precisely what he has to do and with this object an alarm parade shall be held once in two months or oftener in each prison, at which the procedure laid down in the foregoing rules shall be rehearsed as accurately and as promptly as possible. It shall be especially impressed on convicts that the alarm being given, they must run at once to the assigned place of security, failing which they shall be held to be taking part in the disturbance and shall be liable to be fired on. No arms shall be taken inside the prison during practice alarm parades. The Superintendent shall record in his journal the fact of alarm parade having been held and whether the rehearsal was satisfactory.

III. ACCIDENTS AND SUICIDES

663. Procedure when unnatural death occurs.- (1) Whenever a sudden or violent death or a death from suicide has taken place in a prison, immediate notice shall be sent to the Superintendent and the Chief Medical Officer, and the body shall, if life be extinct, be left in the position in which it was found, pending inspection by these Officers.

(2) Should it be uncertain that death has occurred, measures shall be at once taken to restore animation and for this purpose the body may be removed, immediately on its discovery, from the position in which, it was found.

(3) In the case of prisoner found suspended by a rope or any other like material and if there is reason to suppose that life is not extinct, or the point is doubtful, the body shall be at once raised to relieve pressure, pending the cutting or untying of the rope, or any other like material and laid gently on the ground; all measures shall be taken to restore consciousness, without waiting for assistance, which however shall be called without delay. Rule 960 clause (4) shall also apply.

664. Intimation to inquiring Magistrates and Police Officers.- (1) Intimation of all deaths, including that of children residing with female prisoners, occurring from whatever cause in the prison shall be sent to

(i) the nearest Judicial Magistrate empowered under section 196 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) to hold inquiry:

(ii) the Officer in charge of the police station having jurisdiction, who is required to make a preliminary investigation.

(iii) the National and State Human Rights Commission within 24 hours of death.

(2) The body of the deceased prisoner or the deceased child of the female prisoner shall be kept for the inspection and orders of the Officer holding the inquests. No Prison Officer shall be a member of panchayat formed to express an opinion as to the cause of death of any prisoner or deceased child of the female prisoner.

665. Post-mortem examination.- A post-mortem examination shall be carried out by the Chief Medical Officer in respect of all cases of death of prisoners or their children who reside with them occurring inside the prison premises or in prison hospitals or in transit from one prison to another or from the prison to the outside hospital or in the outside hospital. A full report on the circumstances of the death shall be sent by the Superintendent without any delay to the Director General of Prisons and Correctional Services for submission to the Government with this report, shall be submitted the reports made by the police and Judicial Magistrate, the nominal roll, copies of Judgments, the reports required by section 15 of the Act and the deposition of witnesses. Documents in languages other than English shall be accompanied by an English translation.

666. Custody of articles used for suicide.- Knives and tools used in work sheds and barbers or tailors implements shall be counted over and locked up by the warders at the close of work. Well ropes shall be properly secured or locked up, and wells protected so as to prevent persons falling or throwing themselves in. Care shall be taken that nothing that may be used for suicidal purposes is left about in the prison.

667. Precautions against the prisoners with apparently suicidal tendencies.- prisoners with apparently suicidal tendencies shall be carefully watched and not left alone in a cell.

668. Employment of convicts on dangerous works.- When prisoners are employed in blasting, well sinking, excavations, or other work of a dangerous character, it shall be the duty of the Officer conducting the work to take every reasonable precaution to guard against accidents. In blasting operations, no convict shall be employed to fire the charge. In excavations, the side shall be sloped or cut in steps.

669. Custody of poisons. – Poisonous drugs and drugs inducing drowsiness, surgical instruments and other similar things shall not be left within the reach of prisoners. The word “Poison” in large printed characters shall be affixed to every receptacle containing any poisonous drug. All these shall be kept under lock and key, and the key shall not be entrusted to a prisoner.

670. Precaution against drowning. - A strong rope and grappling irons shall be kept in the guardroom of every prison, to be at hand in case of accidents in wells.

IV. FIRE

671. Prevention of fires.- (1) Special care shall be taken to use kerosene and gas lights in any office room or store room. Even in the maintenance of electric lights, any leakage shall be immediately brought to the notice of Jailer for immediate rectification.

(2) All staff in charge of offices and stores shall go round the offices and store rooms before they are closed for the night and shall satisfy themselves that everything is safe.

(3) Fires shall be used in the workshops in properly constructed fireplaces and the Senior Officer who locks up the prison shall satisfy himself, before leaving, these fires are extinguished. The concerned senior technical staff of the section shall also be responsible in this regard.

(4) No burning coal or wood or other fuel used in kitchen shall be allowed to be taken out. Those in charge of kitchen shall be responsible for any violation.

(5) There shall be fire hydrants and firefighting equipment (sand and water buckets, etc.) in all parts of the prison and especially at all vulnerable points as may be decided in consultation with the District Fire Officer.

(6) Electric installations in the prison shall be inspected at fixed intervals.

(7) In extramural camps and open institutions, precautions shall be taken such as provision of large supply of water and firefighting equipment ready at hand.

(8) Fire drill, firefighting, safety measures and evacuation shall be held once in a quarter and all staff members and prisoners shall participate in it.

(9) In the event of fire breaking out in the prison by day or night, the alarm shall be given as laid down in rule 655.

(10) Each Superintendent shall draw up instructions adopted to his prison, showing, precisely the respective duties of all members of the prison establishment on an alarm of fire being given, and he shall at least once in six months practice the staff in the fire drill thus laid down.

(11) In the event of an accident resulting in an injury to a prisoner or a member of staff on duty, -

(a) Medical attention to the injured shall be given; and

(b) Inquiry shall be immediately held and statements of the injured prisoner or member of the staff and other witnesses shall be recorded.

(12) On an outbreak of fire, immediate information to the fire brigade shall be sent. Till help from the fire brigade is received, every attempt to quell the fire shall be made.

(13) Steps shall be taken to ensure that fire does not spread to other points of the prison and the lives of prisoners and of members of the staff are not endangered.

(14) The Superintendent shall take such action as he thinks fit to save life and property.

V. THE TREATMENT OF EPIDEMICS

672. Chief epidemic diseases and precautions to be taken against them.- (1) The chief epidemic diseases which are likely to occur in prisons are – cholera, enteric fevers, gastroenteritis, small pox, chicken pox, measles, mumps, influenza, cerebrospinal, meningitis, pneumonia, plague, beriberi, scurvy, epidemic dropsy and covid.

(2) When epidemic disease is present in the vicinity of a prison, communication between the staff and the infected locality shall be, as far as possible, prevented and special care shall be taken that arrangements to meet an outbreak are complete.

673. Removal to segregation shed.- Every Prison shall be provided with two permanent segregation sheds outside the prison walls. On the occurrence of a case or suspected case of cholera, or other infectious disease, the patient shall not be taken to hospital, but shall be immediately removed to one of these sheds while in the other shed, all orderlies and Cleanliness workers attending on the case shall be strictly isolated, and on no pretext allowed to enter the prison or communicate with other prisoners until all risk of infection is over. If possible, the prisoners shall be removed to an infectious diseases hospital outside the prison.

674. Treatment of prisoners after contact with infection.- All prisoners employed in cleansing a ward in which a case of suspected infectious disease has occurred, or who have been in contact with the patient, shall be detained under medical observation in a separate building, in a manner that was effectually prevent their mingling with other prisoners who have not been so employed, special care being taken that they bathe and feed.

675. Disposal of Prison Officers clothing, if infected.- If there is any reason to think that the clothing of any warder or other Prison Officer is likely to have been polluted by any cholera discharge, it shall be at once withdrawn from use and disinfected.

676. Treatment of infected barrack.- The barrack in which a case occurs shall be immediately vacated, and the inmates kept together and not distributed among the other prisoners. The vacated barrack shall be thoroughly disinfected.

677. Vaccination or inoculating of prisoners, prison personnel and their family members.- Whenever a case of epidemic disease occurs, the Chief Medical Officer shall at once arrange for vaccination or inoculation, as the case may be, of all prisoners and of prison personnel, with all the members of their families.

678. Accommodation of patient.- All over-crowding must be strictly avoided both in the hospital and in every cell and ward. If the epidemic, be severe, it may be desirable to give up the hospital to epidemic cases, removing all other cases to any temporary hospital that can be improvised in a ward or work shed, should there be no better place available. Slight cases of colic or ordinary diarrhea shall also be treated separately and not admitted to hospital until the characteristic symptoms of cholera and prison diarrhea have disappeared.

679. Sterilization of drinking water.- The drinking water shall, on the recommendation of the Chief Medical Officer, be thoroughly boiled. Liquified Petroleum Gas shall be made available for the purposes to the minimum extent necessary, not exceeding 300 grams per head per diem. The issue of Liquified Petroleum Gas shall not be misused for any purpose other than this. Care shall also be taken that sufficient appliances are provided and there is adequate control to ensure efficient boiling.

680. Boiling of water.- If it becomes necessary, owing to the prevalence of epidemic disease, to boil the drinking water, the Superintendent and Chief Medical Officer shall be responsible that the boiling is thorough and that to this end sufficient fuel is issued and sufficient apparatus provided and that a responsible Officer deputed to Superintendent the boiling.

681. Observation of health of the prisoners.- The general condition of the prisoners shall be carefully watched, in order to detect incipient cases. During the night, any prisoner attacked by premonitory symptoms shall be immediately removed for treatment. Convict Officers shall be required to report at once any sign of sickness, and a prisoner visiting the latrine oftener than usual shall be placed under observation.

682. Treatment of hospital floor.- The floor of the segregation hospital shall be washed or sprinkled liberally with two per cent saponified cresol orizal lotion.

683. Disposal of deject. - The dejecta shall be placed in a vessel with a close-fitting cover containing an equal part of 4 per cent cresol orizal lotion, kept for two hours, and then buried. The dejecta can also be incinerated with saw dust or paddy husk or kerosene.

684. Attention to persons of prisoners.- Special attention to the cleanliness of prisoners and their clothing shall be enforced. The water used for washing shall not be allowed to remain within the prison walls.

685. Treatment of clothing and bedding.- The clothing and bedding of the inmates of an infected ward shall be either immersed for 30 minutes in boiling water, or stepped in carbolic or cresol lotion 2 per cent strength and then dried and returned to them after they have bathed. Hospital clothing and bedding used by infected patients shall be burnt.

686. Disposal of infect corpse.- The body of a person who has died of an infectious disease shall be entirely wrapped in a sheet saturated with carbolic or cresol lotion of two per cent strength and buried with the least possible delay.

687. Report to Director General of Prisons and Correctional Services.- (1) The first occurrence of a case of cholera / epidemic shall be at once, reported to the Director General of Prisons and Correctional Services by electronic mail and this shall be supplemented on the same day by a written report, stating the circumstances of the case and the measures taken to arrest the progress of the diseases.

(2) Every subsequent case up to the third shall likewise be reported by electronic mail to the Director General of Prisons and Correctional Services and on the occurrence of the second case, the Superintendent shall submit a report stating at the same time whether he proposes large scale segregation of prisoners within the prison premises, if so, what measures to that end have been taken and, if not, for what reasons such segregation is considered unnecessary. If the Director General of Prisons and Correctional Services is known to be absent from Headquarters, the substance of this report shall be mailed to him.

688. When disease shall be deemed epidemic.- If within one week after the occurrence of the first case of cholera/ epidemic disease, three or more cases occur, it shall be concluded that the disease has assumed an epidemic form.

689. Rules generally applicable to epidemics.- The above rules relate especially to the treatment of cholera but are also applicable to other out- breaks or epidemic diseases. Such as small pox, plague etc., In these cases, the necessity for segregation is equally important. In outbreaks of typhoid fever, the changing of the water supply is of the first importance.

690. Daily return during epidemic.- Whenever epidemic sickness prevails in a prison, a daily return in Form No.89 shall be furnished to the Director General of Prisons and Correctional Services. In this return the Chief Medical Officer shall briefly note the progress of the epidemic, the measures he is taking to arrest, it, and any information he may consider of importance. A copy of this return shall also be sent to the Director of Medical Services and Family Welfare, the Director of Medical Education and the Director of Public Health and Preventive Medicine, Chennai.

691. Special epidemiological inquiry.- The Director General of Prisons and Correctional Services in consultation with the Director of Public Health and Preventive Medicine may call for an epidemiological inquiry or report from the Superintendent whenever he considers such a course advisable. A copy of such inquiry or report shall be furnished to the Director General of Health Services, New Delhi.

VI. HUNGER-STRIKES

692. Procedure to be followed in cases of hunger strikes.- (1) prisoners who go on hunger-strike shall be warned that no redress of any alleged grievance shall be allowed as long as the strike continues and that they are liable to any prison punishment or to prosecution under section 52 of the Prisons Act, 1894 (Central Act IX of 1894)

After sufficient warning and before the refusal to take food has adversely affected them, and if any other punishment appears unlikely to deter them, they may be prosecuted under section 52 of the Prisons Act, 1894 (Central Act IX of 1894). The usual concession in the matter of interviews, telephone cards and letters of such prisoners shall be restricted to members of the legal profession only. If any such prisoner proposes to engage a member of the legal profession or any member of the legal profession volunteers to represent such a prisoner, a vakalat shall be executed by the prisoner in favour of the member of the legal profession and only that member alone shall be permitted to interview the prisoner in this regard. In the event of mass hunger strike by prisoners, the Superintendent shall permit reasonable number of members of the legal profession to interview such prisoners. For easy identification,

these members of the legal profession should be in their formal dress and give the requisition for interview in their letter heads. The rules relating to interviews and communications with prisoners in Chapter XXVII, however, shall be adhered to in such cases.

(2) In case of mass hunger-strike which amounts to mutiny, the prisoners shall be isolated as far as possible from each other and other prisoners.

(3) When prosecutions are instituted under section 52 of the Prisons Act, 1894 (Central Act IX of 1894), the proceedings shall be held within the prison and shall be begun and completed with as little delay as possible.

693. Forcible feeding of prisoners on hunger strike.- It is the duty of the prison authorities to do what they reasonably can to keep prisoners in their charge in health, and to save them from death. Where therefore, on account of hunger strike a prisoner is likely to cause his own death, the Chief Medical Officer may in his discretion, at such stage as he thinks fit, direct that the prisoner be forcibly fed, if in his opinion it is the only means of keeping him alive. Forcible feeding shall not be attempted with unnecessary violence. Until the stage at which forcible feeding is necessary is reached, food approved by the Chief Medical Officer shall be regularly placed at the side of the hunger striker for his consumption and shall be renewed periodically.

694. Daily report to Government.- The Chief Medical Officer shall furnish daily reports in Form No. 127 on the health condition of the prisoner who is on hunger strike to the Superintendent who shall forward it to Government with copies to the Director General of Prisons and Correctional Services, the Collector and the Superintendent of Police concerned.

VII. OVERCROWDING

695. Overcrowding shall be reported to the Director General of Prisons and Correctional Services.- If a prison become over crowded, the Superintendent shall take suitable action as he thinks necessary for accommodating all the prisoners properly duly reporting the circumstances leading to overcrowding to the Director General of Prisons and Correctional Services. Any other matter pertaining to overcrowding shall always be referred to the Director General of Prisons and Correctional Services for orders.

696. Measures to relieve overcrowding.- As soon as any number of prisoners in excess of the available accommodation is received in any prison or hospital, the Superintendent shall submit an immediate report to the Director General of Prisons and Correctional Services with a statement of the measures which he proposes to adopt to relieve the overcrowding, and such temporary arrangements as he thinks best shall be at once adopted for this purpose.

697. Location of prisoners in sheds or tents.- prisoners in excess of the accommodation shall not, except as a temporary measure, be placed in work sheds or verandahs, but shall be located in sheds or tents inside or outside the prison. The Superintendent shall always obtain prior sanction whenever necessary for incurring expenditure in this regard and shall ensure economy in every aspect.

698. Other emergencies.- (1) Suitable action shall be taken according to the requirements and in case of other emergencies; the Superintendent shall report the circumstances to the Director General of Prisons and Correctional Services wherever necessary.

(2) Earth Quake.- In the event of an earthquake the following action shall be taken:-

- (i) the prisoner shall be asked to take cover (kneel down, and cover head with arms);
- (ii) the prisoners shall be asked to remain in the same position for a few minutes, due to after-shocks;
- (iii) the prisoners shall be kept at least 14 feet away from windows, mirrors, chimneys, tall book cases, furniture, old and high buildings, poles, trees and electric wires;
- (iv) the prisoners shall be asked to walk towards an open place, in a calm and composed manner; and
- (v) evacuation and rescue measures should be undertaken on instructions from an evacuation team and unnecessary crowding of affected area should be avoided;

CHAPTER – XXXIII

MEDICAL ADMINISTRATION

699. Medical administration.- (1) Medical administration is one of the most important matters affecting prison management. The Chief Medical Officer shall give his careful attention not only to the treatment of the sick but to every matter connected with the health of the prisoners and the hygiene of the prison and nothing will count more to the credit of the Chief Medical Officer of Prison than success in keeping down the sickness and death rate in prison under their care. They shall help in eradicating malingering by reporting to the Superintendent every such case.

(2) The prison medical administration shall form part of the State Health Services / Medical Department instead of the prison administration.

(3) Prison Hospitals.- Hospital accommodation shall be provided on the scale of 5% of the authorized capacity of all Central and District Prisons and Special Prison for Women. The prison hospitals may be of Types 'A and B' Big hospitals, with 50 beds and above shall be called A type hospitals. Other hospitals, with less than 50 beds, shall be called 'B' type hospitals. The staff and equipment for the two types of hospital, would be normally as follows:

S.NO	Officers	Type A	Type B
1	Chief Medical Officer (in the rank of Civil Surgeon with Post Graduate Qualification)	1	—
2	Assistant Civil Surgeons	4	3
3	Staff Nurses	3	2
4	Pharmacists	2	1
5	Male / Female Nursing assistants	4	3
6	Laboratory Technicians (to be trained in handling all equipments including E.C.G., X-ray and portable X-ray machines)	1	1
7	Psychiatric Counsellors	2	1

(4) All the Assistant Civil Surgeons in the two types of hospital shall be from different specialties as under:

S.NO	Specialty	Type A	Type B
1	M.D. General Medicine	1	1
2	M.S. General Surgery	1	1
3	M.S. Orthopedics	1	-
4	M.D. Dermatology	1	-
5	M.D. Psychiatry	-	-
6	M.D.S. Dentistry	1	-
7	M.D. Gynecology	-	1

(5) Clinics and Labs for Prison Hospitals.- The following equipment shall be made available to prison hospitals:-

- (i) Dental clinic with necessary equipment (for visiting dental specialist)
- (ii) Clinical laboratory with required equipment.

(6) prisoners, who require mental health care should be attended to by an authorized medical attendant.

(7) The disposal of other medical articles like clinical waste, medicines whose validity has expired etc., shall be dealt in accordance with norms laid down Management Rules, 2016 in the Bio-Medical Waste.

(8) The Chief Medical Officer shall be the technical head of all the medical Officers and shall be in charge of the entire Medical Administration. He, along with his subordinates, will be jointly responsible for the health-care of the prisoners. The Superintendents of Prisons will be the administrative head. All correspondence to the Director General of Prisons and Correctional Services or to the Director of Medical and Rural Health Services and Director of Medical

Education will be routed through him. All leave, except earned and medical leave, pertaining to the Medical Officer shall be regulated by the Chief Medical Officer.

700. Examination of prisoners complaining of illness.— 1) Every prisoner complaining of illness, or appearing to be ill, shall be sent to the prison hospital for immediate examination and further treatment by the Chief Medical Officer or, in his absence, by the Medical subordinate.

(2) On the advice of the Chief Medical Officer, the Superintendent may transfer any sick prisoner to the local Government hospital. For transfer which is required on medical grounds to any specialized hospital outside the jurisdiction of the prison, the approval of the Director General of Prisons and Correctional Services should be obtained. If the Chief Medical Officer is of opinion that prior approval of the Director General of Prisons and Correctional Services will take such time as will endanger the life of a sick prisoner, the transfer may be made in anticipation of sanction of the Director General of Prisons and Correctional Services. No prisoner should be allowed to stay in an outside hospital except on ground of dire medical needs. In deserving cases, the opinion of Medical Board constituted by the Chief Medical Officer of the district shall be obtained while sending prisoners outside the Prison on medical grounds.

(3) If it is desired by the prisoner to get treatment in a private hospital, the report of the Medical Board of the local Government hospital shall be obtained and forwarded to the District Judge / Sessions Judge for providing treatment to the prisoner in a private hospital subject to a condition that the expenses should be borne by the prisoner including escort charges.

701. Visit by the Welfare Officer.— prisoners in prison hospital shall be visited by the Welfare Officer who shall render help to the prisoner for writing letters to the relatives and friends as permissible under the rules.

702. Medical treatment of sick prisoners.— Every prisoner suffering from any active disease shall be brought under medical treatment, either as an out-patient or an in-patient, and his name shall be recorded in the Register of out-patients in Form No.81 or in the Register of inpatients in Form No. 80 as the case may be.

703. Supply of medicines to Hospital outside.— Where a prisoner is undergoing special treatment in an outside hospital, the Superintendent shall provide, without delay, any medicine prescribed by the Chief Medical Officer of an outside hospital which is absolutely necessary and not available at the said hospital.

704. Detention of a prisoner for observation.— A prisoner may be detained for observation in the hospital for 24 hours without being brought on to any register, if his disease has not been diagnosed, but after that period, whether disease is diagnosed or not, his name shall be entered in the proper register, The number of prisoners detained under observation shall be recorded in the Hospital Roll in Form No.84 and their treatment in the prescription book in Form No.85. If the Chief Medical Officer finds a prisoner to be malingering, he shall at once report the fact to the Superintendent for punishment.

705. Chief Medical Officer to supervise treatment of out-patients.— (1) The Chief Medical Officer shall daily inspect the outpatients register, and shall order the admission to hospital of any outpatient, if necessary. At least, once a week, the Chief Medical Officer shall examine all outpatients.

(2) Only trifling ailments shall be treated outside the hospital, and the Medical Officer shall be responsible that all other cases of sickness are admitted into hospital. In no circumstances shall cases of dysentery be treated as outpatients.

706. Medical subordinate to treat outpatients.— Subject to the foregoing provisions, the examination and treatment of outpatients may be conducted by the Medical Subordinates.

707. Chief Medical Officer to treat sick in hospital.— The treatment of the sick in hospital is the personal duty of the Chief Medical Officer and shall not in any circumstances be delegated by him to any subordinate. If, in his absence, the Medical Subordinate takes any action in the treatment of the sick, he shall, report the action taken in his Report Book to the Chief Medical Officer.

708. Chief Medical Officers daily visit.— The Chief Medical Officer shall daily visit all prisoners in hospital and under observation and shall decide whether any prisoner shall be admitted into or discharged from hospital.

709. Record of sick in hospital.— The number of sick in hospital shall be daily recorded in the Hospital Roll of Sick in Form No.84. Their treatment and diet shall be recorded in the Case sheet in Form No.87 (i).

710. Maintenance of case-book.— (1) In addition to these records, there shall be maintained in every hospital a case book in Form No.86 in which the history of every case, admitted into hospital shall be recorded.

The Case book is intended to be a contemporaneous record or diary of each prisoner's symptoms, treatment and diet; all entries in it shall, therefore, be direct and the practice of keeping notes, to be afterwards copied into the casebook, is prohibited.

(2) The entries in the case book will usually be made by the Medical Subordinate as symptoms appear or treatment is applied, though the Chief Medical Officer will add notes of his own observations, orders, etc. The Chief Medical Officer shall see the casebook daily and initial the entries regarding each case in token of having seen them.

(3) As a general rule the entries in the casebook shall be made day by day, but in chronic cases, where there is little or no change from day to day, the Chief Medical Officer may, by entry in his own hand in the casebook, record that daily entries are unnecessary.

711. Control of hospital diets.- The dietary of prisoners in hospital is entirely under the control of the Chief Medical Officer who may either keep the prisoner on the ordinary prison diet of his class, or may place him on one of the regular hospital dietaries, or may order any modification of the prison or hospital diet, or any extras he may think necessary according to the scales of diet prescribed, if any, under the rules.

712. Indent for hospital diets.- An indent in Form No. 88 showing the number of hospital diets of each class and extras required, shall be sent not later than 9 a.m. daily to the Officer in charge of rations and care shall be taken that diets and extras reach the prisoners promptly. Emergent indents may, in cases of urgency, be sent at any hour of the day, but shall be avoided except in cases of necessity.

713. Preparation of hospital diets.- Hospital diets requiring special preparation shall be cooked in hospital kitchen, and the Chief Medical Officer shall examine these diets frequently and satisfy himself by weighment that the full quantities of the prescribed articles are present, and that they are well cooked. Rice may be cooked in the main kitchen.

714. Precaution regarding milk.- Special care shall be taken with such articles such as milk as are liable to be adulterated or stolen. Fresh milk shall be used, when it can be obtained, in preference to tinned milk; it shall be frequently tested to ensure that it is pure, and should not be accepted if the specific gravity is below 1,025.

715. Supply of hospital clothing and bedding.- (1) Every prisoner shall on admission to hospital be supplied with hospital clothing and bedding his convict clothing and bedding being withdrawn, and returned to him on his discharge from hospital. Care shall be taken that clothing and bedding are changed sufficiently often for purposes of cleanliness, and that in infective cases all clothing and bedding are thoroughly disinfected.

(2) Every patient in hospital shall be provided with a proper mattress and a pillow and with white sheets.

(3) The prisoners in prison hospitals, who are not habitual and who have had no prison punishments previously shall be permitted, at the discretion of the Superintendents, to sleep outside the prison hospital under proper guard without detriment to their health and on medical recommendation.

(4) If any epileptic is placed in a cell, there shall be no raised masonry berth, but he shall be provided with a mat of a thicker pattern and shall sleep on the floor.

716. Segregation of infectious cases.- Every case or suspected case of infectious disease shall immediately be segregated and the strictest isolation shall be maintained until the Chief Medical Officer considers it safe to discontinue the precautions. The Chief Medical Officer shall give written instructions as to the cleansing, disinfecting or destroying of any infected clothing or bedding, and shall satisfy himself that they are carried out.

717. Segregation of prisoners in the prison hospital.- (1) Cases of dysentery and diarrhea shall be treated in a separate ward, if possible. All loose stools of such patients shall be disinfected and destroyed by fire and all wards, beds, bedding, clothes and latrine vessels used by them shall be thoroughly disinfected.

(2) prisoners suffering from venereal diseases shall be segregated.

(3) All cases of pulmonary tuberculosis shall be segregated in special wards. All necessary precautions shall be taken to guard against spread of infection to other prisoners.

(4) All prisoners suffering from malarial fever shall be segregated and provided with mosquito nets.

(5) All Cases with abnormally enlarged spleen shall have boundaries marked on the skin and they shall be provided with some distinctive clothing. Care shall be taken that the spleen is not hurt.

(6) Minor infectious diseases such as scabies, mumps, measles, chicken pox, etc., must on no account be neglected. Segregation for the full period must be enforced. Cases of scabies need not, as a rule be admitted into hospital, but segregation shall be enforced.

(7) Prisoners showing signs of lunacy shall not, if they are dangerous, noisy, or filthy, be kept in the hospital, but they shall be kept in the separate cell.

(8) In some cases, it shall be well for prisoners in hospital to have some employment. Light work shall, therefore, be provided for them but no task shall be exacted.

(9) Wherever necessary, cases of inmates shall be referred to specialized medical institution with the prior sanction of the competent authority.

718. Indent for clothing and bedding.- The quantities of clothing and bedding required for hospital use shall be reported in good time by the Chief Medical Officer to the Superintendent who shall include them in the general indent in Form No.52 or Form No.53, as the case may be, of Prison clothing submitted for sanction by Director General of Prisons and Correctional Services.

719. Indent for other articles. - For articles other than diet, clothing and bedding, the Chief Medical Officer shall indent by letter or by entry in his journal.

720. Local purchases of medicines.- (1) In cases of exceptional illness and in order to meet extra ordinary demands, the Superintendents of Central Prisons, the Special Prisons for Women and Borstal School, Pudukkottai on the recommendations of the Chief Medical Officers of the Prisons and Borstal School, are authorized to purchase locally from a firm that quotes the lowest price after calling for quotations of medicines which are not supplied by the Tamil Nadu Medical Services Corporation and are not also available direct from the other specified sources, up to a limit of Rs.4,000/- (Rupees Four thousand only) per month, provided that the Officer satisfies himself that there is budget provision to cover the cost of such purchases. The Range Deputy Inspector General of prisons is empowered to exercise similar power up to a limit of Rs.6,000/- (Rupees six thousand only) for any one prisoner or inmate of Borstal School. The Director General of Prisons and Correctional Services is empowered to exercise similar power up to a limit of Rs.10,000/- (Rupees ten thousand only) per month for any one Prison or Borstal School. Such purchase shall in no case result in unnecessary stocking and it is the responsibility of the Superintendent to use his discretion properly and to economise the expenditure.

(2) In case of medicines where the validity is about to lapse, the Chief Medical Officer after proper assessment shall, well in advance and in consultation with the Superintendent of Prisons and the Director General of Prisons and Correctional Services arrange for their disposal to the best advantage of Government and in no case the medicines so purchased shall be allowed to deteriorate and become ineffective. In the same manner hospital equipments not required for use in prisons shall also be disposed off.

721. Placing indents for the supply of medicines.- The Chief Medical Officers in prison shall forward necessary indents for the supply of medicines to the Tamil Nadu Medical Services Corporation and other sources specified from time to time through the Superintendent of Prisons and the Director General of Prisons and Correctional Services duly countersigned by the latter. Such indents shall be the proper assessment of requirements for a year and reach the sources well in advance before the commencement of the year and to give sufficient time for effecting supplies. The indents shall be so prepared to restrict the purchase of medicines from the local market to the barest minimum admissible and to avoid unnecessary stocking. Supplementary indents shall also be forwarded wherever necessary. In all cases, the matter shall be pursued till the receipt of the medicines indented for. In case of delay the matter shall be reported to the Director General of Prisons and Correctional Services for suitable action.

722. Stock verification of medicines, instruments etc., by the Superintendents of Prisons.- The Superintendent of Prisons shall conduct physical stock verification of medicines, instruments and the like in the prison hospitals annually in the first week of January. They shall also make surprise stock checking of medicines, medical appliances and the like in the prison hospitals. All differences between the actual weighments and quantities with those shown in the stock books shall be reported to the Director General of Prisons and Correctional Services.

723. Stock verification of medicines and medical appliances.- (1) The Chief Medical Officer shall for himself conduct annual stock verification of medicines. Medical appliances and the like in July every year and report the differences to the Director General of Prisons and Correctional Services through the Superintendent of Prisons or Borstal School. He shall also make surprise checks at least once a month and record the differences in the report book, and intimate the fact to the Superintendent of Prisons or Borstal School for necessary action.

(2) There shall also be annual stock verification of those stores either by the Deputy Inspector-General or the Accounts Officer.

724. Appointment of attendants, selection and training of nursing orderlies.- For the purpose of attendance of the sick, a few well conducted convicts of some education and long sentence shall be selected by the Superintendent, in consultation with the Chief Medical Officer and trained as nursing orderlies. A brief syllabus for the training to be undergone shall be drawn up as a guide to the Assistant Surgeons who, under the direction of the Chief Medical Officer, shall be responsible for conducting the course of training. The number of convicts employed as nursing orderlies shall be ordinarily, in the proportion of one for every ten patients. In times of epidemic sickness, and other emergencies, this proportion may be increased and special orderlies may be allowed for very serious cases or for bedridden patients. Convict nursing orderlies, who perform their duties satisfactorily, shall be allowed extra remission at the same rate and scale as prescribed for convict night-watchmen.

725. Appointment of hospital menials.- The Superintendent shall detail a sufficient number of well-conducted convicts to perform the menial duties of the hospital. Such convicts shall be under the orders of the Chief Medical Officer.

726. Case sheet.- Over every occupied bed shall be placed a case sheet and temperature chart in Form Nos. 87 (i) and 87 (ii) showing the required particulars, and in every case of fever, entries shall be made in the temperature chart.

727. Bathing and labour of patients. - prisoners who are not too ill shall be required to bathe daily, at such time as the Chief Medical Officer may direct.

728. Disinfection of Wards.- A ward or a cell in which a case of infectious disease has occurred or been treated shall be immediately disinfected or disinfested thoroughly using disinfectants or disinfestants as prescribed in Appendix VII.

Explanation.- The disinfection or disinfestation shall be carried out under the personal direction of one of the Assistant Surgeons to be nominated by the Chief Medical Officer. The Assistant Surgeons shall be responsible for a thorough and proper disinfection or disinfestation of the ward or cell.

729. Hospital to be clean.- Every hospital shall be kept scrupulously clean and well ventilated. The walls of the hospital shall be scraped and white washed once in six months, and oftener if necessary.

730. Proper place for washing.- A proper place for washing and boiling the soiled hospital or other clothing and sheets shall be provided and blankets and work clothing shall frequently be boiled.

731. Procedure on death of a prisoner.- (1) In the event of death of any prisoner, the Chief Medical Officer shall see and, if necessary, examine the body of the deceased prisoner, so that he may, in every case, be in a position to certify to the fact and cause of death. When the Chief Medical Officer is in any doubt as to the cause of death, and in every case in which death appears or is likely to have been the result of an offence punishable under the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), he shall make a complete and regular postmortem examination of the body of the deceased. In the event of several deaths resulting from any prevailing epidemic, a postmortem examination shall be made in one or more cases to be selected by the Chief Medical Officer.

(2) Whenever the mortality in the prison during a month exceeds one per cent per annum, he shall record in the monthly return, an explanation of the cause of such excess of mortality. In cases of unusual mortality, he shall make a special report on the subject for transmission to the Government through the Director General of Prisons and Correctional Services .

(3) The provisions of sub-rule (1) shall mutatis mutandis apply to the case of a death occurring amongst the Officers of the prison while employed on duty at or within such prison.

(4) The record required by section 15 of the Prisons Act, 1894 (Central Act IX of 1894) shall be made by the Chief Medical Officer in the casebook.

732. Treatment of malingerers.- If the Chief Medical Officer is of opinion that a prisoner is malingering, he shall at once report the fact to the Superintendent. Treatment for other than curative purpose is strictly prohibited.

733. Treatment of prisoner discharged from hospital.- Every prisoner on discharge from hospital shall be put to labour or placed on the "Invalid Gang" as the Chief Medical Officer may direct.

734. Composition of Invalid gang.- The invalid gang shall consist of-

(i) those who from age or bodily infirmity are physically and permanently incapacitated from the performance of hard or medium labour; these will be permanent members of the gang.

(ii) those who have been discharged from hospital as convalescent, but are temporarily unfit to perform hard or medium labour;

(iii) men who, though not permanently incapacitated for labour, nor lately discharged from hospital, nor labouring under any active disease, are generally out of health. This class shall contain all convicts passed as fit for light labour only, prisoners exhibiting scorbutic or malaria scorbutic gums, those found to be steadily falling in weight, and those who are anemic.

735. Treatment of invalid gang.- Prisoners on the invalid gang shall be given some light work suited to their strength and shall as far as possible be kept together for purposes of diet and observation, both by day and night, a register of them shall be kept in Form No. 82 and no prisoner shall be placed in or discharged from this gang without the permission of the Chief Medical Officer. They shall be examined daily by the Medical Subordinate, and once a week by the Chief Medical Officer.

736. Special dieting of prisoners not in hospital.- (1) The Chief Medical Officer may recommend any special diet for any prisoner of the invalid gang, for reasons to be recorded in the journal and such recommendations shall not be made a matter of routine and every prisoner, not being a patient in hospital, who receives special diet on medical

recommendation shall be brought on the Invalid gang register. If in his absence, the Medical Subordinate recommends the issue of such special diet, he shall report to the Chief Medical Officer for his approval. Such issue of special diet shall always be in lieu of ordinary diet to which the prisoner is otherwise eligible and if it is continued for more than a fortnight, it shall be reported to the Director General of Prisons and Correctional Services. The Chief Medical Officer owns the responsibility to economise the expenditure on this account and shall exercise utmost possible care in recommending special diet to the prisoners.

(2) Where the lady Medical Officer, for reasons of health, considers the prescribed diet to be unsuitable or insufficient for a women prisoner, or her child, she may order in writing a special diet or extra diet, for a specific period of time. Special consideration shall be given in this regard to pregnant / nursing prisoners.

(3) Rules relating to diet of prisoners, those on specific medical advice for expectant and nursing mothers, and infants and children, shall be scrupulously observed.

737. Vaccinations of prisoner on admission.- (1) Every prisoner admitted to prison shall be vaccinated, on admission or as soon afterwards as possible, unless,-

(i) He shows clear evidence of being protected against small-pox either by having suffered from the disease, or by previous vaccination; or

(ii) He is undergoing a sentence which will detain him in prison for a period not exceeding one month.

(2) The Chief Medical Officer may, at his discretion dispense with vaccination or revaccination in any case in which he may consider it undesirable or unnecessary.

(3) Every prisoner admitted to a Prison shall be inoculated against typhoid on admission or as soon afterwards as possible. Other protective inoculations such as inoculations against cholera, and the like shall be given whenever the Chief Medical Officer considers such inoculation necessary in the interest of the health of the Prison population.

738. Vaccination Register.- A vaccination Register in Form No.83 shall be maintained and the particulars of those vaccinated shall be entered in it. When failure is not attributed to immunity arising from previous vaccination or from smallpox, the operation shall be repeated. All attempts to render the operation unsuccessful shall be brought to the notice of the Superintendent.

739. Medical examination of the members of the staff.- Medical examination of the members of the staff may be provided at least once a year regularly in consultation with the Superintendent of the Prisons. Reports of such medical examination shall be kept in the office of the Superintendent.

CHAPTER – XXXIV

SANITATION

I. ACCOMMODATION AND VENTILATION

740. (1) Prison architecture shall be based on the following:-

(i) The location of a new institution will be decided on the basis of,-

(a) the functions which the institution has to perform;

(b) the training and treatment emphasis; and

(c) programme content of the institution.

(ii) New institutions will not be constructed near easily flooded and inundated areas, frontiers and international borders, sub-marginal land areas, sea-faces, airports and congested urban localities.

(iii) While selecting the site for new institutions, factors like transport facilities, water supply, electric lighting, connections with high power electric transmission lines, drainage and sewage, communication facilities (such as posts, telephones and internet) climatic conditions, facilities for the purchase of institutional supplies, shall be taken into consideration. Also, institutions like Courts, civil hospitals, mental health centers, educational facilities for children of prison personnel, should as far as possible be within easy reach.

- (iv) The architecture of institutions shall be governed by two principles viz,-
 - (a) adequate protection to society through the establishment of security conditions; and
 - (b) adequate resources which would be necessary for the successful implementation of various correctional programmes. Institutional design and architecture have to be functional.
- (v) The plan of an institution shall be based on a careful analysis of inmate population, age group, custodial, requirement, diversified work, educational programmes, etc.
- (vi) Closed Prisons are classified into three categories that is Central Prisons, District Jails and Sub-jails. There is no maximum ceiling for Central Prisons and for District Jails should not normally exceeded 200 and in respect of Sub-jails 100, respectively.
- (vii) There will be enough open space inside the perimeter wall to allow proper ventilation and sunlight. The area enclosed within the four walls of a prison will not be less than 83.61 square meters per head of total capacity. Where land is scarce the minimum area will be 62.70 square meters per prisoner.
- (viii) No building inside a prison complex should be nearer than 50 meters to the perimeter wall.
- (ix) The requirements of segregation of inmate groups within an institution in accordance with the prescribed principles of classification will be provided for in every building plan. The requirements of administration and supervision will also be taken into account while planning buildings.
- (x) Under-trials and detenues will be lodged in separate enclosures away from convicted prisoners.
- (xi) All accommodation provided for use of prisoners, particularly for sleeping, will meet basic requirements of healthy living. Accommodation shall be built in a manner so as to ensure adequate cubic contents of air, floor space, lighting, ventilation and climatic protection. All constructions in Department of Prisons and Correctional Services will adhere to ISI standards.
- (xii) A special cell with adequate technical staff will be set up at the Prison headquarter of each State to plan, monitor and supervise all constructions and repair works in the department.
- (xiii) CCTV cameras shall be installed in work sheds, kitchens, hospitals, main gate, interview rooms, high security enclosures and in the premises of the barracks for monitoring purposes.

(2) Norms for Prison Buildings.- The following norms are to be followed in construction of prison buildings:-

Main Gate.- (i) The minimum dimension of the main gate and second gate of all the closed prisons will be 3 meters in width and 4 meters in height. Dimension of main and rear gates should be wide that in case of fire exigencies a fire tender, a bore well rig to dig bore well a lorry to transport raw material / logs for factory and ration articles could pass through these gates. The gate will be made up of a strong steel frame having vertical round or square steel bars of 25 millimeters dia or thickness. Each gate will have a wicket-gate of at least of 0.6 meter in width and 1.5 meters in height. The main gate and the wicket-gates will have strong locking arrangements from inside. Both gates will have arrangements for easy opening and closing of shutters. The gates will be covered with iron sheet from outside up to the height of 2.5 meters. The wicket-gates will have peepholes covered with lid at eye level. The main gate may be painted with colours identical to that of departmental flag if prescribed by the State Government.

(ii) Space between two gates will not be less than 16 meters in length and 6 meters in width to facilitate gate operations and movement of fire tenders / transport vehicles. It will have the following facilities:-

- (a) A cabin;
- (b) Gatekeeper enclosures;
- (c) Search room;
- (d) Space for search and security equipments;
- (iii) Entry to the Prison shall only be through a single point.-

(3) Administrative blocks and other units.- There will be a properly designed administrative block within the prison complex for efficient functioning of the administration.

(4) A Court room should be set up within the prison complex.- The reception unit will have necessary facilities for proper implementation of admission-quarantine and orientation-classification programmes. Physical facilities will be set up in accordance with the number and type of inmates to be received, and the programme to be followed for

proper segregation of various types of inmates. The unit will have dormitory and single room type accommodations. Provision will also be made for following facilities: (i) a building where the inmates will be initially received, (ii) office room, (iii) interview room, (iv) store room, (v) Medical Officer's examination room and (vi) exercise and recreational areas, etc. The buildings and areas where the admission programme has to be carried out will be located in close proximity of the hospital.

(5) Housing.- There shall be three types of living accommodations as mentioned below:-

- (i) Barracks with accommodation for not more than 20 prisoners.
- (ii) Single room accommodation for prisoners needing privacy for pursuing studies, etc.
- (iii) Cells for segregation of prisoners for the purpose of security and contagious diseases.

(6) Barracks and Cells.- (i) If a barrack is flat-roofed, there will be ceiling ventilation that is, opening at intervals close to the junction of wall and ceiling 30 x 12.5 meters. If the barrack is gable-roofed, there will be a ridge ventilator. The minimum height of roofs or ceilings will not be less than 11 feet from the floor.

(ii) The floor of the barrack/ cell will be made of impermeable material such as cement concrete. In prisons situated in cold regions or during cold seasons, appropriate flooring should be provided to ensure habitable conditions in the barracks.

(iii) All barracks will, if possible, be provided with verandas not less than 2 metres in width.

(iv) Each cell will have a yard attached to it where a prisoner can have the benefit of sufficient air and light. Adequate air circulation and proper ventilation shall be maintained in the barrack/cell. Though ventilation of the sleeping barracks is of the greatest importance, prisoners will not be permitted to close the windows and ventilation openings with shutters or curtains at their discretion. In new barracks, the ventilating area per head will be half a window. As standard grated window is 7 feet x 3 1/2 feet, half a window will mean 1 square meters. The ventilation will, however, be controlled according to the season wherever necessary; otherwise the barracks will be too cold and damp during winter and rainy season.

(v) Where accommodation is overcrowded and does not meet the prescribed standards, secure corridors/ verandas and work sheds may be used for accommodating short term prisoners and under-trials involved in minor and petty offences during night. If at any prison over-crowding is likely to continue, the excess number of prisoners will be transferred to other institutions or camps as the case may be, with prior approval of the Director General of Prisons and Correctional Services.

(vi) The structural arrangements of fittings and fixtures and locking devices of barracks will be secure enough to prevent escapes. The existing wooden frames of the doors, windows and ventilators will be replaced by iron/steel frames. The iron bars used in doors, windows and ventilators will be of 25 millimeters dia. and the clear distance between two bars will be 7.5 centimeters.

(vii) A barrack will have only one door of 2.2 x 1 meters and will have a single shutter. The door of a barrack will have clear opening of 1 meter. The iron frame will be made of angle-iron of minimum of 10 millimeters thickness.

(viii) The barrack windows and doors must be provided with fly / mosquito proof wire mesh. The doors will also be provided with polyethylene sheets or chick blinds, as may be necessary.

(ix) Each barrack will be provided with a first-aid kit which will be in the custody of an authorized prisoner. The first-aid kits supplied to each barrack should not have any sharp-edged items, long gauze rolls/ tapes or other such items.

(x) A looking mirror may be fixed outside each barrack for use of prisoners.

(xi) The barracks shall be free from tobacco, smoke and excessive noise.

(xii) Each cell/barrack shall be provided with a flush toilet.

(7) Capacity of ward to be inscribed near door.- Near the door of every ward the number of cubic and superficial meters which it contains, and the number of prisoners which it is capable of accommodating shall be recorded. No prisoners in excess of the accommodation thus fixed shall be confined in any ward.

741. Minimum allowance of superficial and cubic area in wards.- (1) Every prisoner in a ward shall be allowed not less than 3.71 square meters of ground space and 15.83 cubic meters of breathing / air space. The height of the walls of a ward shall not be less than 396 centimeters and in calculating the allowance of cubic meters per man, no account shall be taken of any air space above 396 centimeters.

742. Minimum dimensions of a cell.- The dimensions of every cell built shall be 366 centimeters x 244 centimeters x 396 centimeters high. It shall be ventilated by an iron grated door in front 198 centimeters x 76 centimeters and by two windows 122 centimeters x 61 centimeters one being placed above the door and the other on a level with it on the back wall. There shall also be a recess for night urinals.

Explanation: For the purposes of these rules, a cell means any compartment intended to accommodate a single prisoner only, while a ward means a compartment for the accommodation of more than one prisoner.

743. Accommodation in Hospital.- The minimum floor area and cubic space which shall be allowed for each patient in hospital is 5.58 square meters and 23.75 cubic meters respectively.

(1) In every prison there will be separate hospitals with the necessary number of beds for indoor treatment with separate ward for men and women. All central and district prisons will provide hospital accommodation for 5 per cent of the authorized inmate population. The location of the hospital will be as far away from the barracks as possible. Every hospital ward will be so constructed as to allow sufficient light and air. The floors and walls will be made of impermeable material. The hospitals will be provided with polyethylene sheets, fly proof wire mesh and fly proof automatic closing doors. Attached toilets should be provided in the wards so that the sick prisoners do not have to walk far to use them. There will be arrangements for continuous supply of potable water in the hospitals.

(2) The Prison Hospital will be situated near the main gate of the prison, the accommodation provided will include:

- (a) Ward for patients.
- (b) Toilet and bathing facilities at the rate of one for every five patients.
- (c) Store room for hospital furniture and equipment.
- (d) Dressing cum-injection room.
- (e) Room for minor surgery.
- (f) Room for pathological laboratory.
- (g) Room for the Medical Officer.
- (h) Isolation rooms for accommodating patients with infectious and contagious diseases (such as T.B., Leprosy and H.I.V./AIDS).
- (i) Isolation rooms for accommodating mentally ill patients.

(3) Adequate fire safety systems will be installed in Prison Hospitals.

744. Responsibility for preventing overcrowding.- The Superintendent and the Medical Officer shall be respectively responsible that no prisoners in excess of the authorized accommodation are confined in any ward or in hospital. The lock-up register in Form No.12 shall show the maximum accommodation of every ward, so that the Superintendent may be able to judge at a glance whether any ward is overcrowded or not

745. Ventilation of wards and workshops.- (1) The Superintendent and the Medical Officer shall pay special attention to the ventilation of the sleeping wards. In all cases, care shall be taken that there is sufficient lateral, as well as roof ventilation. As the condition of the atmosphere breathed by prisoners can only be judged by visiting the sleeping wards several hours after prisoners have been locked up, the Superintendent and the Medical Officer shall at all seasons and at uncertain intervals visit the prison at night to satisfy themselves that the ventilating arrangements are adequate, and that the prisoners have not obstructed the means of ventilation with a view to warmth. The results of these visits shall be recorded in their respective journals. The Additional Superintendent shall also be deputed for the purpose.

(2) Every possible arrangement shall also be made for thorough ventilation of the sleeping wards during the day as many hours of free ventilation are required to remove the organic matter which adhere to the walls and which is but slowly oxidized. It is absolutely necessary that the bedding shall be removed out of the barracks for several hours daily. Efficient ventilation is essential in workshops. There must be sufficient light in every work shed to enable workers to see clearly without any effort. In work sheds where prisoners work with their legs in a pit, care shall be taken that such pits are damp-proof.

(3) **Work sheds.-** Areas where prisoners work shall have a minimum space of 500 cubic feet per prisoner in structures that will be constructed as workshops or factory buildings; for efficient ventilation the window area will not be less than 20 per cent of the floor area subject to such variations as are found necessary in relation to particular industries or locations to be organized. As far as possible, work sheds should be located in the block itself.

(4) Adequate precautionary measures shall be taken to guard against health and safety hazards at the work sheds, including provision of first aid kit in the work shed which will remain in the custody of an authorized prisoner.

(5) Adequate fire safety systems shall be installed in the work sheds.

746. Walls to be colour-washed or white-washed.- The exterior of prison buildings shall be colour washed and the interior white-washed from time to time, as may be necessary. The interiors of barracks, wards and cells, in which prisoners are confined, shall ordinarily be whitewashed to a height of 3.05 meters from the ground twice a year.

747. Names of blocks to be shown.- The names and numbers of the blocks and other important buildings and enclosures shall be shown upon them in a conspicuous and suitable position. The date of white-washing shall also be shown in distinct figures.

748. Planting of trees.- (1) Grass shall be grown and trees planted and kept neatly trimmed in or near the prison wherever practicable. Ornamental garden shall also be maintained in each prison to have salutary effect on the minds of prisoners. Trees shall not be planted too close to walls and buildings so as to prevent their being used for escape.

(2) After each rainy season the inner and outer sides of the perimeter wall and wards shall be rubbed down and pathways inside the prison compound shall be picked up and re-laid. Where the paths are made of tarmac the uneven surface shall be leveled properly.

749. Works and repairs.- Prison buildings including quarters for the staff in prison premises are mostly in charge of the Tamil Nadu Police Housing Corporation Limited. No additions and alterations shall be undertaken without the orders of the Director General of Prisons and Correctional Services and no plan or estimates shall be obtained by the Superintendent without the sanction of the Director General of Prisons and Correctional Services. The Tamil Nadu Police Housing Corporation Limited shall be entirely responsible for the construction of petty works and current and special repairs in connection with Prison buildings, borne on their registers. All minor works of the nature of construction or of repairs to water channels or temporary petty construction shall be carried out by the Department out of departmental budget grants. Prison labour shall be utilized for such works.

II CONSERVANCY

750. Responsibility of all Officers.- It is the duty of all Prison Officers to pay special attention to conservancy, and official and non-official visitors are expected to satisfy themselves that it is properly carried out.

751. Responsibility of Health Officer.- The Municipal Health Officer, District Health Officer or the Health Officer of the Corporation as the case may be shall visit the Central Prisons under his jurisdiction once in a month and offer his suggestions in respect of sanitation.

752. Prison area to be kept clean.- The Prison area shall be cleaned daily and shall be kept free from all jungle and weeds, accumulations of broken bricks, manufacturing refuse and the like. No cook-room refuse shall be permitted to be thrown on the ground, nor shall rubbish of any kind be allowed to accumulate in or near the Prison.

753. Prohibition of cess pools and drains.- Cess pools and drains for sewage are prohibited in or near a Prison.

754. Precaution against malaria.- Allow hollow ground, and especially stagnant pools, near prison shall be filled up. The drainage of the ground round about the prison, shall be carefully attended to and where necessary drainage cuts shall be made, with a view to prevent accumulation of water. Care shall be taken to prevent breeding of mosquito which causes "Dengu" fever.

755. Medical Officer to approve drainage.- The Medical Officer shall bring to notice any defects in the drainage within or about the prison and his not doing so shall be considered proof of his being satisfied with it.

756. Injurious conditions in neighbourhood of Prison.- If anything that might injuriously affect the health of a prison occurs or is about to occur in its neighbourhood, it shall be reported to the Director General of Prisons and Correctional Services. The construction of public latrines, sewage drains or the like near a prison is objectionable and measure shall be taken to prevent it.

757. Proper maintenance of latrines.- Doors shall be provided in the latrines to ensure privacy when the prisoners are using them. Inside cells also, where a flush out latrine is provided, there shall be a wall at least 4 feet high so that the prisoner using it is not visible to the other prisoners in the cells.

758. Cleansing of latrines.- The latrines shall be thoroughly cleaned twice a day or more often if necessary, with disinfectants.

759. Sanitation in wards and cells.- Each barrack used for sleeping will have sufficient number of attached western closet, urinals and wash places. The ratio of such western closet will be one unit per 10 prisoners. It shall be cleaned in the morning and evening.

III WATER SUPPLY

760. Selection of source of water-supply.- (1) The sources from which the drinking water is derived shall be carefully selected and protected from pollution. In selecting sources of supply for drinking water, it shall be remembered that the deeper the well the less is the probability of contamination and in protecting wells, it shall be borne in mind that all dangerous impurities come from above, either down the mouth of the well or by percolation of polluted surface water.

(2) Wherever Corporation or Municipal or Panchayat or Township or Cantonment water supply exists, arrangements shall be made to connect the prison with it.

761. Maintenance of drinking water wells.- (1) The mouth of every drinking water well shall be completely closed in, and the water shall be raised by a pump. The surface immediately surrounding the well shall be covered with a sloping cement platform with a drain round it to carry off split water, and the well shall be lined to a sufficient depth to render the tube impermeable.

(2) Every well shall be cleaned out once a year, and the date on which this is done shall be recorded.

(3) Once a week, the depth of water in each drinking water well shall be tested and a record of the results maintained.

762. Filtration of water.- (1) Water intended for drinking may be filtered as per the directions of the Director General of Prisons and Correctional Services, on the advice of medical and municipal authorities.

(2) No sewage drains or effluent drains from mills and factories or other public nuisance which shall affect the health of the prisoners should be allowed near any prison.

(3) There shall not be any soak pit for sanitary privies within radius of 15 meters of any ring well or tube well.

763. Drawal of water.- Distribution of clean water is of paramount importance. Buckets used for drawing water for domestic purpose shall be used for no other purpose and water vessels, barrels, tanks and reservoirs shall be frequently cleaned out, and the water drawn by means of a tap, and not ladled out at the top. Every water storage receptacle shall be covered in and the lid fastened down after it is filled.

764. Supply of drinking water.- (1) Suitable arrangements shall be made to supply every inmate of a ward and cell with a sufficient quantity of fresh drinking water in closed vessels for day as well as night use. It shall be the responsibility of the warder on duty to see that the pots are filled with drinking water before the prisoners are locked up.

(2) Prisoners at work shall be supplied with an adequate quantity of drinking water. If water is to be stored, it shall be done in covered receptacles which must be thoroughly cleaned out daily;.

765. Analysis of water.- (1) Samples of the water in use for domestic purposes in every prison shall ordinarily be submitted to the Director, King Institute, Chennai twice yearly, for both chemical and bacteriological examination.

(2) In the event of an outbreak of epidemic disease in any prison which there is reason to believe might be due to contamination of the water-supply, or if in the opinion of the Medical Officer a special and immediate examination of the drinking water is necessary, he should communicate his opinion by wire to the Director of Public Health and Preventive Medicine and that Officer shall make his own arrangements to obtain the necessary samples for analysis.

(3) The Director, King Institute, Chennai shall in due course; forward a copy of his report of analysis, through the Director of Public health and Preventive Medicine to the Superintendent of Prison and another to the Director General of Prisons and Correctional Services.

Explanation.- The manner of preparing and despatching samples of water for analysis shall be as laid down the rules in Appendix VIII.

766. Disinfection of wells.- When there is reason to believe that any of the wells from which drinking water is obtained is a source of danger, it shall be treated at intervals of three days with permanganate of potash as may be deemed necessary and in consultation with the local Health Officer.

767. Provision of water to staff Quarters.- Provision of adequate supply of wholesome water shall be made for the residential quarters of staff. The conditions on the cleanliness of water shall equally apply.

IV BURIAL OF THE DEAD

768. Disposal of corpses.- The body of any prisoner including that of a child residing with female prisoner who dies in a prison shall be disposed as follows:-

(1) If there is reasonable chance of a prisoner's or child's relatives or friends reaching the prison within 24 Hours of death and if suitable arrangements for the preservation and safe-keeping of the dead body can be made, the body may be kept for 24 hours so that the relatives or friends may take delivery of the body or be present at the time of

disposal of the body. If there is no chance of relatives or friends reaching within 24 Hours, the prison authorities shall dispose of the body in accordance with clause (3). The delivery of a body to relatives or friends shall be subject to the conditions that there shall be no public demonstration of any nature in regard to its removal. The Superintendent shall conduct an identification test to ensure that the dead body is the body of the particular prisoner and satisfy that the marks of identification mentioned in the convict register tally with those in the dead body and furnish a certificate to that effect before the body is handed over to the relatives or friends or otherwise disposed of. In any case, the body shall not be handed over or otherwise disposed of before the inquest and the post-mortem examination are conducted in accordance with the rules 664 and 665.

(2) In case the next of kin of the deceased prisoner express his inability to meet the cost of transport of the dead body and make a written request to transport the dead body at Government cost, the Superintendent of the Prison concerned may, in deserving cases, at his discretion, arrange for the transport of the dead body to the place of the last known residence of the prisoner or to that of the applicant, as the case may be, at Government cost at the rate of Rs.12/- per kilometer subject to a maximum of Rs.5000/-.

(3) The bodies of Muhammadan and Christian prisoners who die in Prisons and those of Hindu prisoners who die in Prison and which are not made over to friends or relatives, may be handed over to Khazis, Christian priests and the Hindu Sevak Sangh respectively, for burial cremation as the case may be, subject to the conditions laid down in Sub-rule (1) and to the condition that there shall be no public demonstration in regard to the removal of the bodies of prisoners connected with any political movement.

Explanation: The provision contained in rule 925 shall also apply.

769. Registration of birth or death in Prison.- (1) The Jailer shall send intimation in respect of birth or death in a prison, in writing to the Registrar of the locality appointed for the purpose under the Registration of Births and Deaths Act, 1969 (Central Act XVIII of 1969).

(2) Deaths of all prisoners whose finger prints have been taken and if known in Prisons, shall be intimated immediately to the Finger Print Bureau.

(3) When a Military prisoner dies in the prison, immediate report thereof shall be given to the Commanding Officer who sent him to the Prison.

(4) When a foreign prisoner dies in the prison immediate report shall be sent to the District Magistrate of the district and the Director General of Prisons and Correctional Services for further communication to Government. The Government shall inform the Embassy or the appropriate authority about the death of the foreign prisoner.

(5) Where a woman prisoner dies in prison and leaves a child behind, notice shall at once be sent to the District Magistrate of the district who shall make arrangements for further care of such child as may be deemed fit.

(6) Where a convicted prisoner dies in prison his warrant shall be returned to the Court from, which it was issued with an endorsement certifying the cause and date of death. Where a remand or an under-trial prisoner dies in the prison, the Court or Courts in which the case or cases are pending, against the deceased shall immediately be informed of the fact of death in writing.

770. Recording of death.- Entries relating to the death of a prisoner shall be made in the concerned registers and in the History Ticket in detail and in the hospital records. All records relating to the death of a prisoner shall be preserved for a period of not less than two years.

771. Disposal of the dead bodies of prisoner dying in civil Hospital or mental health establishment.- (1) When a prisoner dies in a civil hospital, the Superintendent of that hospital may in consultation with the Superintendent of the Prison hand over the body of the prisoner, who had died in the hospital to his relatives or friends, if claimed. If, however the relatives or friends do not claim the dead body of the prisoner, the Superintendent of the hospital may treat the deceased prisoner as a destitute and dispose of the dead body through the municipal authorities.

(2) The disposal of the dead bodies of prisoners dying in civil hospitals shall be subject to the condition that there shall be no public demonstration in regard to the removal of the bodies connected with any political movement and in the case of bodies of prisoners who are treated as destitute, their disposal through municipal authorities shall be subject also to the provisions of the Tamil Nadu Anatomy Act, 1951 (Tamil Nadu Act XVIII of 1951).

(3) Unclaimed bodies of prisoners dying by natural causes and of those executed shall be sent to Government Medical Colleges for anatomical purposes.

CHAPTER – XXXV

THE PRISON GARDEN AND FARM

772. Raising crops in the prison land.– (1) As far as possible, the rations required for prisoners shall be raised on prison grounds. If it is not possible, reasons shall be recorded and next preference shall be given to, such of the crops grown in the surrounding area and those crops shall be raised on the prison grounds.

(2) The following infrastructural facilities in terms of agriculture shall be made available to the prisoners:-

- (i) Agriculture, agro-based industries and other allied activities should be given high priority in the planned development of skill development programmes and vocational training in correctional institutions.
- (ii) The land available with an institution should be thoroughly surveyed in terms of soil analysis, availability, fertility, salinity, and requirement of drainage, so that it is put to optimum use. The help of Block Development Officers, Officers of the State Agriculture Department and other allied agencies should be taken in this regard.
- (iii) Each new prison building in rural areas should have a properly fenced farm wherever land for this purpose is available.
- (iv) It should be ensured that proper irrigation facilities are available at the farm land.
- (v) The required building structure should be constructed on each farm and internal roads should be laid.
- (vi) All required farming equipment and spare parts should be made available at each farm. A maintenance shop should also be set up in large farms.
- (vii) Prisoners detailed for labour at agricultural farms should be distributed at various places in the farm by forming groups, with a leader nominated for each group.
- (viii) The subsidy available to the farmers for purchasing fertilizer, equipment and electricity should also be made available to prison farms.
- (ix) Adequate funds should be provided for the development of agriculture and allied activities and its accounts should be maintained separately.
- (x) Requisite security personnel should be provided at each agricultural unit and their duties and responsibilities should be clearly laid down.
- (xi) The farm products should be first consumed in the prison and the remaining should be sold to the Government departments and in the open market.
- (xii) The efficiency of each unit should be evaluated annually in terms of the targets fixed and achieved.
- (xiii) The number of prisoners employed in farming activities in closed prisons shall be decided by the prison authorities as per the requirement.
- (xiv) Prison Personnel should be imparted training in various aspects of agricultural and allied activities.
- (xv) Bio-gas plants, windmills, solar-cooking ranges, etc., should be introduced in the prison farms.
- (xvi) Costing of agricultural and other produce should be done on strict commercial basis.
- (xvii) Open agricultural institutions, and institutions having attached agricultural farms, should diversify skill development programmes according to cropping schemes such as mixed farming, irrigated crops, dry farming, etc. In some open prisons work can be diversified into agricultural activity, industrial units and agro based production units.
- (xviii) Measures shall be taken to develop horticulture, floriculture and cultivation of medicinal plants and similar activities wherever feasible.

773. Garden to supply all vegetables.– In particular, vegetables required for prisoners' consumption shall be grown in the prison garden, and the Jailer or the Deputy Jailer if he is in charge of the garden shall be responsible that this is done. The aim shall be to utilize the available prison gardens to the best advantage to grow more vegetables and to avoid purchase of vegetables from outside when it is not achieved, the explanation for the failure shall be recorded by the Jailer in his report book and submitted to the Superintendent. An extract of it shall also be sent to the Director General of Prisons and Correctional Services.

774. Charge of garden.- A first or second grade warder of the locality who knows gardening shall be placed in immediate charge of the gardens and may be specially recruited for the purpose if otherwise qualified. In the bigger prisons this warder shall be exempted from night duty.

775. Cultivation of garden.- The Prison garden shall be kept clean, free from weeds and under growth and as far as possible under cultivation. It shall be enclosed, by a thick hedge, preferably of aloes, or a high wall sufficient to prevent prisoners from seeing over and to hinder escapes.

776. Whole land shall be brought under cultivation.- Whole of the Prison land between the outer and inner walls as well as outside the prison walls that may be available for cultivation shall be cultivated to the best advantage.

777. Utilization of all Prison lands.- All spare lands shall also be utilized for growing grain, fodder for the cattle or the fuel or such other crops suitable for cultivation, no prison lands shall be left unutilized unless it is incapable of being put to any use.

778. Employment of prisoners.- The number of prisoners employed for the cultivation of vegetables and condiments for Prison use shall not exceed ten per cent of the total average strength. If more are employed, the Jailer shall be required to show a reasonable profit by the sale of vegetables in relation to the number of prisoners employed in excess of ten per cent.

779. Water supply to garden.- All available sources of water supply in Prison gardens shall be utilized to the extent necessary. The main irrigation channels shall be built of stone or brick and leakages shall be promptly repaired. It is the responsibility of the Jailer and the Superintendent to take necessary steps to install bore wells, wherever necessary. It shall be a continuous process to bring it to the notice of the Director General of Prisons and Correctional Services all such place fit for cultivation and to submit suitable proposals to facilitate regular water supply in all parts of the Prison lands and till all such lands are brought under cultivation.

780. Planting of tamarind trees. - Tamarind trees shall be planted inside the prison, if space is available, and on the Prison grounds.

781. Nursery.- The nursery shall be located on the best land which is not likely to remain damp or water logged. It shall be within a reasonable distance from the source of water and shall be hedged from the rest of cultivation.

782. Improved method should be adopted.- As far as possible improved methods of cultivation shall be adopted and the use of modern tools and implements encouraged in all Prisons.

783. Advice of Agriculture Department may be obtained.- For eradicating plant diseases and use of insecticide and other matters connected with gardening and farming, the advice of the authorities of Agriculture Department shall be obtained by the Superintendent.

784. Maintenance of Prison lands and accounting procedure for the crops cultivated therein.- All available lands shall be laid out into plots of convenient size which shall be serially numbered. There shall be a garden and plot Register in Form No.94 with not less than two pages duly allotted to each plot. The details of each plot such as its areas, the date of sowing, quantity of seeds utilized, progress in the growth and total quantity harvested shall find place in its page so as to assess the position at a glance. Such details shall be recorded as and when the new crops are sown in every season. Jailer shall periodically visit the Prison gardens and an assessment shall be made on the expected yield which shall be recorded in the Jailer's report book. The vegetables and grains which are grown in the garden shall be properly accounted for in the garden and Plot Register before they are handed over to the Deputy Jailer where it shall be brought on into Ration Stock Register for issues to prisoners. The Jailer shall satisfy himself that all the quantities grown in the lands are brought into stock. Proper precautions shall always be taken against loss or misuse and a responsible Officer shall always be present at the time of harvest. If there is any short fall in the output, the Jailer shall record the reasons for himself in his report book and submit it to the Superintendent. The Superintendent shall also visit the garden once in a week and record the fact in his journal.

785. Storage of seeds.- The Superintendent shall see that seeds are gathered for future use from fully developed, disease free and properly maintained plants. Before storing them in airtight in cases or bottles, they shall be dried in the shades for three or more days as may be necessary.

786. Dairy.- (1) There shall also be a dairy in each prison where a sufficient number of cows may be maintained to supply whatever milk is needed in the prison, provided that it is economical to do so and that sanitary arrangements can be complied with.

(2) There shall be a periodical assessment of the running of the dairy and if such a review shows any loss and the maintenance of such a dairy is found to be not economical, it is the responsibility of the Superintendent to improve the dairy with the sanction of the Director General of Prisons and Correctional Services. If there are no improvements,

it is always open to the Superintendent to close down the dairy under the orders of Director General of Prisons and Correctional Services and resort to purchase of milk outside provided such purchase is economical than to maintain a dairy.

(3) Scale of diet for the dairy animals shall always be regulated in consultations with the Department of Animal Husbandry and under the orders of the Director General of Prisons and Correctional Services, if the feeding charges are found uneconomical when compared to the yield, the matter shall be immediately brought to the notice of the Director General of Prisons and Correctional Services who shall deal with such matters expeditiously.

(4) Dairies shall be developed on open Prison farms on commercial lines under proper technical guidance. These should not be operated from closed Prisons.

(5) Poultry farms shall also be organized at open farms. These should be run on commercial lines under proper technical supervision.

787. Duty of the Prison staff.- It is the duty of the Superintendent and others concerned not merely to observe complete integrity in matters specified in this chapter, but also to be constantly watchful to see that the best possible value is obtained for all the expenditure incurred and to guard scrupulously against every kind of wasteful expenditure.

788. Conduct of auction of animals.- The Superintendent, after obtaining the approval of the Director General of Prisons and Correctional Services shall cull out particular animals and accept the highest bid provided it is advantageous to Government and higher than the book value of the animal. In cases where the highest bid for a particular animal is lower than the book value, the Superintendent shall accept the bid amount after obtaining the written opinion and the recommendation of the rate by the Assistant Director of Animal Husbandry of the locality on the reasonableness of the highest bid. The Superintendent, at his discretion, shall permit the Additional Superintendent, where there is such a post and the Jailer, where there is no Additional Superintendent, to conduct the auction of the animals subject to confirmation by him.

CHAPTER – XXXVI

OPEN AIR PRISONS

789. Definition.- (1) "Open Air Prison" means any place so used permanently or temporarily under any order of the State Government for the detention of prisoners under section 3 of the Prisons Act, 1984 (Central Act IX of 1894).

(2) All Open and Semi-open Prisons are intended to put into practice the contemporary ideology of reformation, correction and rehabilitation of convicted prisoners so that they may lead a self-disciplined and cultured life after their release. These Prisons provide the prisoners opportunities of employment and living a life in the open. This restores dignity of the individual and develops in him self-reliance, self-confidence and social responsibility, which are necessary for his rehabilitation in the society.

790. Open Air Prisons.- The following are the Open Air Prisons in the State namely:-

- (i) Chennai (attached to the Central Prison-I, Puzhal)
- (ii) Coimbatore (attached to the Central Prison, Coimbatore)
- (iii) Cuddalore (attached to the Central Prison, Cuddalore)
- (iv) Madurai (attached to the Central Prison, Madurai)
- (v) Palayamcottai (attached to the Central Prison, Palayamcottai)
- (vi) Purasada Udaippu in Sivagangai district
- (vii) Salem (attached to the Central Prison, Salem)
- (viii) Singanallur in Coimbatore district
- (ix) Tiruchirappalli (attached to the Central Prison, Tiruchirappalli)
- (x) Vellore (attached to the Central Prison, Vellore)

Explanation.- The above Prisons are essentially in the nature of gardens annexed to the nearest Central Prison.

791. The Objects of Open Air Prisons. - The objects of Open Air Prisons are

- (i) to relieve congestion in walled prison;
- (ii) to train prisoners in proper methods of agriculture for their future rehabilitation;

- (iii) to make Prisons self- sufficient in agricultural production;
- (iv) to give a certain amount of freedom on trust to well behaved prisoners and
- (v) to further the principles of minimum custody and treatment.

792. Eligibility.- The following prisoners are eligible for confinement in the Open Air Prisons provided they are willing to work in such prison namely:-

- 1) Casual and Star Class prisoners.
- 2) prisoners who are residents of the State.
- 3) prisoners having good physical and mental health between 21 and 55 years of age.
- 4) prisoners with good conduct and emotional stability.
- 5) prisoners having good family ties.
- 6) prisoners having fixed place of abode or fixed place of occupation.
- 7) prisoners who were previously agriculturists or having agricultural background.

793. Non-Eligibility.- The below mentioned categories of prisoners shall not be eligible for transfer to any of the open air prisons:-

- (a) Offenders classified as habitual, provided they have not earned a higher grade in the proposed progressive system.
- (b) prisoners who are considered dangerous or are involved in serious Prison violence like assault, outbreak, riot, mutiny or escape, or who have been found instigating serious violation of Prison discipline.
- (c) prisoners convicted for offences such as dacoity, terrorist crimes, kidnapping, and smuggling including those convicted under the Narcotic Drugs and Psychotropic Substances Act, 1985 (Central Act 61 of 1985) foreigners, escape risks and members of organised criminal gangs.
- (d) prisoners committed for failure to give security for maintaining peace or good behaviour.
- (e) prisoners suffering from mental illness.
- (f) prisoners convicted of offences against any law relating to matters to which the executive power of the Union Government extends, unless approved by the Union Government.
- (g) Convicts in Protection of Children from Sexual Offences Act, 2012 cases.
- (h) prisoners whose transfer is likely to have repercussions elsewhere in the country
- (i) prisoners having any criminal case pending in a Court
- (j) prisoners who have been transferred from an Open Prison to a Closed Prison.
- (k) Any other prisoners or category of prisoners whom the Director General of Prisons and Correctional Services considers unfit for being sent to an Open-Air Prison.

794. Transfer to Open Air Prison.- (1) For the purpose of selecting prisoners for confinement in any Open Prison, there shall be a Selection or Classification Committee consisting of the following members:-

- (a) The Deputy Inspector General of Prisons or any other Officer nominated by the Director General of Prisons and Correctional Services shall be the Chairman.
- (b) The Superintendent of the Prisons from which the prisoners are to be selected for confinement in an Open prison.
- (c) Chief Medical Officer of the concerned prison.
- (d) Probation/ Welfare/ Rehabilitation Officer of the concerned Prison or other Officer in-charge of welfare work.

(2) The Selection/Classification Committee shall, subject to the provisions of these rules, prepare a list of prisoners and shall submit the same to the Director General of Prisons and Correctional Services for his Orders.

795. Procedure for selection.- The Selection Committee shall screen the case of each casual prisoner thoroughly on the following points before recommending them for transfer to an Open Air Prison :

- (a) Physical fitness and mental health required for living in a semi-open or Open Air Prison.
- (b) Behaviour and conduct in the prison.
- (c) Number of leave availed and his conduct during that period.
- (d) Progress in work, vocational training and education.
- (e) Group adjustability.
- (f) Character and self-discipline.
- (g) Verification of his address/relatives
- (h) Extent of institutional impact (Whether the inmate has reached peak points of training and treatment).
- (i) Whether the inmate can be further helped in the institution. Whether he will benefit by training and treatment in Semi-open or Open Air Prison.
- (j) Whether the inmate is getting institutionalized.
- (k) Sense of responsibility.

Note:-

(i) If there is no Semi-open Training Institution or Semi-Open Air Prison in the State, prisoners may be transferred directly to Open Air Prison as per directions laid down by the Government. The Government may also lay down directions for direct admission to other institutions.

(ii) Only such prisoners, whose behaviour and progress in the institution has been good, and who are fit for a regime based on trust, responsibility and self-discipline, should be considered for transfer to a semi-open or Open Air Prison. prisoners who are dangerous to society, who are members of professional and organised criminal gangs, who are habitual offenders, or who are suffering from mental unsoundness or physical diseases, and those who are an escape or discipline risks, should not be transferred to Semi open or Open Air Prison.

796. Working pattern.- The prisoners confined in Open Air Prisons shall be permitted to work in the open space just as agricultural labourers do in villages. They shall stay in the dormitories during nights.

797. Extra concessions.- (1) The prisoners in Open Air Prisons shall be eligible for the following additional amenities over and above those ordinarily admissible to the 'B' Class prisoners under the rules namely:-

- (i) 100 grams of extra rice per day;
- (ii) 30 grams of gingely oil once in 10 days;
- (iii) One pair of chappels per year; and
- (iv) One iron cot.

(2) The prisoners in Open Air Prisons shall be eligible for one days' remission for a days' work and two days, for good conduct per month in lieu of remission eligible to the prisoners in Central Prisons under rule 324.

(3) The prisoners of Open Air Prisons shall be encouraged to maintain their family contacts. The Superintendent may use his discretion in granting the facility of additional letters and interviews according to the merits of each case.

798. Lockup and unlock up.- The unlock up and lockup in the Open Air Prison shall be so arranged that the prisoners work in the fields from 6.00 a.m. to 6.30 p.m. with intervals from 8.00 a.m. to 8.30 am. for breakfast and from 12.30 pm. to 3.00 p.m for lunch and rest. They shall not in any case, be unlocked before 5.30 a.m. and they shall not remain outside after 7.30 p.m.

799. Security.- Security arrangements in Open Air Prisons shall be so established that the possibility of escape gets minimized and a sense of security prevails in the neighbouring community.

800. Assessment of yield.- (1) The Superintendent shall assess the growth of the plants and the expected probable yield and record his views in the Garden and Plot Register in Form No.94 as frequently as possible. If necessary, the Superintendent shall also depute a responsible Officer of the Central Prison for proper assessment and report at frequent intervals.

(2) The Superintendent or a responsible Officer of the Central Prison deputed by the former, shall be present at the time of harvest until the articles are brought into stock and properly accounted for. The quantity in the yield shall also be recorded in the Garden and Plot Register in Form No.94 and the reasons for variation between the earlier assessment and the actual yield shall also be properly accounted for and recorded.

CHAPTER -XXXVII

UNDER-TRIAL AND REMAND PRISONERS

801. Treatment of approvers.- When an under-trial or remand prisoner has been admitted by the Court as an approver, he shall be kept separate at all times from, and prevented from communicating with, other prisoners concerned in the same case. When an approver is detained in custody under section 343 (4) (b) of the the *Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)* pending the termination of the trial in which he is concerned by the Court of Sessions or High Court, the Jailer shall be responsible that the prisoner is not over detained.

802. Warrant of detention. – (1) Under-trial or remand prisoners shall be admitted on separate warrants signed and sealed by competent authority.

(2) No person shall be admitted into a prison as an under-trial or remand prisoner unless accompanied by the following documents: -

- a. There shall be separate warrant or order for every prisoner even if two or more prisoners have been jointly accused.
- b. Identification roll containing at least two specific permanent identification marks like deep scars, birth marks, moles indicating their exact location on the body;

(3) Discrepancies in remand warrant. - The Officer on duty is authorized to refuse admission of an under-trial or remand prisoner in whose case the remand warrant is not sent in the appropriate form or the warrant is found to contain,

- (i) discrepancies in name or identification,
- (iii) Omissions of the signature of the competent authority

In such a case, a report should be sent in the prescribed form to the authorities concerned.

(4) An under-trial or remand prisoner shall be allowed to make purchases from the canteen up to amounts as may be fixed by the State Government.

(5) Handcuffing of under-trial or remand prisoners may be done in the Court premises with the permission of the Court.

(6) The police escort shall not allow any eatables or prohibited articles to undertrial or remand prisoners during their journey between the Court and the Prison or on the Court premises.

(7) Undertrial or remand prisoners should be thoroughly searched before being taken into the Court-room.

(8) As soon as the Court work is over, such under-trial or remand prisoners as have been remanded to prison custody should be brought back to the prison immediately.

803. Admission hours.- (1) Under-trial or remand prisoners shall be admitted round the clock. Those admitted after lock-up hour shall be confined in a separate block/dormitory specially earmarked for such purpose.

(2) If under-trial or remand prisoners are likely to reach the destination after lock-up hour, the transferring prison or sub-jail or the police or military officials shall send advance intimation to the receiving prison.

(3) It is the duty of every prison Officer to endeavour to ascertain whether an under-trial or remand prisoner has been previously convicted and such information as is available shall be immediately forwarded to the Superintendent of Police or the Commissioner of Police, as the case may be, for necessary action.

804. Classification of Under-trial and Remand prisoners.- (1) Under-trial or remand prisoners shall be of two classes, namely special and ordinary. The former class shall consist of those who by special status, education and habit of life have been accustomed to a superior mode of living. Courts shall make the initial recommendations for classification in the special class to the District Magistrate by whom the recommendations shall be approved or reviewed. prisoners recommended for classification in the special class shall be tentatively treated as belonging to that class until the orders of the concerned District Magistrates approving or reviewing the recommendations are received.

Explanation:- The provisions regarding classification of under-trial and remand prisoners who have taken part in violent agitation against the State are contained in rule 231(4).

(2) If an under-trial or remand prisoner desires to make representation against the classification awarded to him, he may be allowed to prefer his representation to the authorities concerned.

(3) The classification of under-trial or remand prisoners shall be done on the basis of security, discipline and institutional programme.

(i) Category -1

(S1-Red): Fundamentalists, Naxalites, extremists and terrorists or any other individual characteristics warranting confinement in Security Zone-1.

(ii) Category – 2

(S2-Blue): Gangsters, hired Assassins, dacoits, serial killers / rapists / violent robbers, drug offenders, habitual grave offenders / communal fanatics and those highly prone to escapes / previous escapees/ attack on police and other dangerous offenders/including those prone to self harm/posing threat to public order, warranting confinement in Security Zone-2.

(iii) Category - 3

(S3-Yellow): Those who do not pose any threat to the society, upon release, like those involved in murders on personal motives, other bodily offences, theft/ property offences, prohibition offences, other special and local laws, railway offences and other minor offences.

Note: (i) Persons suffering from mental ailments and young offenders shall be lodged separately.

(ii) Courts will send intimation to Prison authorities about under-trial and remand prisoners who have turned approvers or have made confessions.

805. Treatment of persons detained under section 141(2) of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023).- An accused person detained under section 141(2) of the *Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)* must be treated as an under-trial or remand prisoner until his case has been decided by the Sessions Court or High Court

806. Prisoner's children.- Children of female under-trial or remand prisoners up to six years of age shall be admitted if suitable arrangements for their care cannot be made outside.

Explanation: Rules 951 to 953 shall apply as regards treatment and welfare of the children admitted into the Prison along with their mothers.

807. Under-trial and remand prisoners exempt from labour.- (1) No under-trial or remand prisoner shall be required to labour and nothing in Chapter XXIV shall apply to such prisoners.

(2) Willing under-trial or remand prisoners be brought under wage earning scheme and paid wages classifying them as unskilled labourers.

(3) The under-trial or remand prisoners other than those willing to do labour shall be kept confined to their blocks and opened only for bathing latrine, meals, medical treatment and for production before Court and blocks shall be opened one after another in a staggering manner so that there is no scope for them to assemble at a time.

808. Supply of food to under-trial and remand prisoners.- If an under-trial or remand prisoner has not been in the prison previously, it is the duty of the police or military escort to see that the under-trial or remand prisoner is given food before he is taken to the prison, if he is likely to arrive too late for the meal. If the police or military escort reports that the under-trial or remand prisoner has not been supplied with food, prison authorities shall make necessary arrangements for the issue of food to him. In case the under-trial or remand prisoner is admitted after the meals have been served, or after the lock-up, he shall be issued diet as per prescribed scale.

809. Transfer of an under-trial or remand prisoner on emergency or on administrative grounds.-

(1) During an emergency or on administrative grounds, the Director General of Prisons and Correctional Services is authorized to transfer under-trial or remand prisoners from one prison to another within the State:

Provided that if a prisoner is transferred to a place outside the jurisdiction of the Court concerned, prompt intimation shall be sent to the Court. The prisoner shall be produced before the Court on the due date.

(2) In case of emergency or whenever necessity arise, the concerned Deputy Inspector General of Prisons/ Superintendent can transfer the prisoners within their Jurisdiction subject to ratification by the Director General of Prisons and Correctional Services.

810. Application of other rules.- (1) The provisions of rule 836 shall apply to unconvicted criminal prisoners equally with civil prisoners, except that the former are not exempt from handcuffs. They shall be allowed to purchase or receive from outside the prison, clothing, bedding and other necessities and to supplement at their own expense the prison supply of diet, clothing and bedding. Where food is supplied at the cost of the prison, the diet provided for 'A' class non-labouring convicts shall be given to under-trial or remand prisoners of the special Class and that provided for 'B' class non-labouring convicts, to under-trial or remand prisoners of the ordinary class. Where

under-trial or remand prisoners are inadequately clad or are unable to obtain clothing from outside, suitable clothing other than prison dress shall be provided by the prison.

(2) Under-trial or remand prisoners may also be allowed to obtain oil for toilet purposes at their own cost subject to the condition that the concession is not abused and that the oil is received only at the particular hour prescribed by the Superintendent.

(3) The caste threads of under-trial or remand prisoners belonging to the Brahmin or other thread-wearing castes, the "Lingam" of Lingayat under-trial or remand prisoners and the thali or wedding ring of under-trial or remand prisoners shall in no case be removed. They shall also be allowed to wear Rudrakshamalai and the like on their persons according to their religious customs provided that these shall not pose security or physical danger to themselves or others.

(4) Soap nut, washing soda and washing soap on the scale allowed to 'B' class prisoners in rules 267, 300 and 937 may be given to any under-trial or remand prisoner who is unable to provide himself with washing materials.

811. Convict Officers not to guard under-trial or remand prisoners.- The rules relating to the guarding of prisoners by convict Officers shall not apply to under-trial or remand prisoners.

812. Hair cutting.- (1) Under-trial or remand prisoners shall not be allowed to cut or shave the hair on their heads or faces, or in any way to alter their personal appearance so as to make it difficult to recognize them. They shall not, however, be prevented from changing their cloths provided that their appearance is not thereby materially altered when they are presented for identification in the prison or when sent to Court for trial. They may also be permitted to wear shoes. When the Chief Medical Officer deems it necessary on the ground of dirt or vermin, the hair of an under-trial or remand prisoner may be cut, but it shall not be cut closer than is necessary for the purposes of health and cleanliness.

(2) A prisoner who has been more than a month in prison may, if he so desires it, have his hair or beard suitably cut, he may also be shaved provided it does not so alter his appearance as to make identification difficult.

813. Identification parade by the Police.- (1) The police shall give intimation to the Superintendent of Prison of cases in which identification of under-trial or remand prisoners is to be carried out and shall give full description of growth of hair, moustache, beard and the like which the under-trial or remand prisoners had at the time of arrest.

(2) Test identification shall be held and their appearance shall not be allowed to be changed materially

(3) Only such police Officers as have been authorized by the District and Sessions Judge or Magistrate shall be allowed to interrogate an under-trial or remand prisoner while in Prison custody, such interviews shall be held in the presence and within hearing of a Prison Officer.

814. Use of books.- (1) They shall be allowed the use of such books as are in the prison library. They shall also be allowed to provide at their own cost, such books as the Superintendent may approve.

(2) Special class under-trial or remand prisoners shall further be permitted, if they desire, to purchase at their own cost, the newspapers, magazines, and periodicals allowed to 'A' class convicts. Books (other than those from the Prison library), newspapers, magazines and periodicals, shall, if considered necessary, be censored by the Superintendent before issue.

815. Other privileges.- In the matter of other privileges, special class under-trial or remand prisoners shall be treated in the same way as 'A' class convicts and under-trial or remand prisoners of the ordinary class as 'B' class convicts, subject to the rules and orders for the time being in force:

Provided that every under-trial or remand prisoner who is arrested and detained in Prison for having taken part in any agitation shall be allowed to have interview with any Member of Legislative Assembly, Member of Parliament, Ex-Member of Legislative Assembly or Ex-Member of Parliament with the written permission of the Superintendent.

Explanation.- Rules regulating interviews and communications in Chapter XXVII shall apply to under-trial and remand prisoners.

816. Release of female under-trial or remand prisoner.- As far as possible, female under-trial or remand prisoners shall be handed over to their relatives after release. If this is not possible, she shall be sent to her home as laid down in rule 949.

817. General discipline.- (1) Under-trial or remand prisoners shall not be subjected to more restraint than is necessary for their safe custody, the maintenance of discipline and the enforcement of Prison rules. They may be permitted to work in their yard if they desire it, but shall not be employed outside it.

(2) They shall not be kept in their cells by day, but any under-trial or remand prisoner who wishes to remain in his cell shall be allowed to do so.

818. Classification and segregation of under-trial and remand prisoners.- As far as possible, under-trial or remand prisoners shall be confined each in separate cell. Apart from their segregation from other classes of prisoners the under-trial or remand yard shall also be divided, if possible, into separate divisions, so that prisoners who have been in prison before, shall be separated from those committed for the first time, adolescent from adult offenders, and special class from the ordinary class.

819. Cleansing of apartments and bedding.- Under-trial or remand prisoners shall be required to keep their yards, wards, cells and bedding clean but shall not be compelled to perform duties of a degrading nature. For these duties and other necessary purposes, convicts may be admitted to the under-trial or remand yard in charge of prison official, who shall prevent any communication between the convicted and the under-trial prisoners.

820. Handcuffing.- (1) Under-trial or remand prisoners shall not be normally handcuffed except-

- (a) prisoner involved in serious and violent offences;
- (b) prisoners having notorious or dangerous background;
- (c) Violent, aggressive and refractory prisoners;
- (d) prisoners who have previously escaped or are suspected of having escape risks;
- (e) Habitual or repeat offenders;
- (f) prisoners committed for offence of organized crime, terrorist act, drug related crime;

(g) prisoners committed for an offence of illegal possession of arms and ammunition, murder, rape, acid attack, counterfeiting of coins and currency-notes, human trafficking, sexual offence against children and offence against the State.

(2) Handcuffing of under-trial or remand prisoners may be done at the discretion of the Officer in charge of Police escort.

821. Production before Court.- (1) The duty of ascertaining the time at which a prisoner committed to the Sessions is to be produced before the Sessions Court, and of providing the necessary escort for this purpose, rests with the police.

(2) The Superintendent is responsible for the production in Court, at the appointed time, of a prisoner remanded pending a magisterial inquiry or trial, and shall make suitable arrangements with the police for the provision of the necessary escort. When possible, a prisoner shall be conveyed to and from the Court in a special conveyance.

(3) If a prisoner remanded pending a magisterial enquiry or trial refuses to attend the Court at the appointed time or resists endeavour to produce him or attempts to evade his production before the Court such minimum force as may be considered necessary by the Superintendent may be used to encounter such resistance of the accused so as to produce him before the Court which has directed the production of the accused.

(4) The Superintendent shall produce the prisoners through electronic mode, by use of electronic communication or use of audio-video electronic means for all trials, inquiries and proceedings including –

- (i) Extension of remand period;
- (ii) Issuance, service and execution of summons and warrant;
- (iii) Examination of complainant and witnesses;
- (iv) Recording of evidence in inquiries and trials; and
- (v) All appellate proceedings or any other proceedings.

(5) A receipt in Form No.60 shall be obtained from the Senior Police Officer of the escort whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such Police Officer for production in Court.

(6) The police are responsible for the safe custody of any prisoner committed to their charge under the preceding sub rule of this rule, till he is returned to the prison or discharged from custody in due course of law. It is for the police to decide whether such prisoner shall be handcuffed or not.

(7) When an under-trial or remand prisoner has to be brought back to the prison even in the event of his acquittal or discharge, the senior police Officer of the escort should be informed of the fact and the receipt in Form No. 61 substituted.

(8) Transport: (a) For transporting under trial or remand prisoners to and from the Court and other destinations, necessary arrangements for conveyance should be made by the police authorities. If not a separate conveyance, the common conveyance should at least have separate compartments for women under trial or remand prisoners and young under trial or remand offenders.

(b) When female under-trial or remand prisoners are taken from Court to Prisons or vice versa, they shall be provided with conveyance where the distance to be traversed by them exceeds 1.6 k.m. Conveyances may also be provided for the shorter distances in cases in which, for reasons of health or custom or other valid reason failure to make such provision would cause undue hardship to them.

(9) Search: Before being sent to the Court, and after having been received back from the Court, all under trial or remand prisoners shall be thoroughly searched.

(10) On return of an under-trial or remand prisoner from the Court to the Prison gate, if any unauthorized article is found or a special circumstance or an irregularity is noted by the Prison Officer on duty, he shall forthwith report the matter to the Senior Officer on duty and if necessary, to the District Superintendent to Police/Commissioner of Police for action. Such cash as is brought by the police escort should be recorded in the register and deposited in the prison office under intimation to the under-trial prisoner.

(11) The death of an under-trial or remand prisoner shall be promptly reported to the Court and other concerned agencies as required.

(12) Release from the Court: When an under-trial or remand prisoner is discharged or released from the Court, an endorsement to that effect will be made by the Court in the prescribed form. On receipt of such intimation, entries in the appropriate columns of the under-trial or remand register should be made.

822. When under-trial or remand prisoner is sick.- Whenever an under-trial or remand prisoner is sick and the Chief Medical Officer certifies the prisoner's inability to attend the Court, he shall not be produced before the Court. In such an event, a report shall be forwarded to the Court along with the Medical Certificate.

823. Articles and cash are not allowed to be taken while going to the Court.- While going to the Court, the under-trial or remand prisoner shall return all Prison articles issued to him. Excepting cloths on his person and papers pertaining to his case the under-trial or remand prisoner shall not be allowed to carry any other articles with him. In case the under-trial or remand prisoner wants to take his cash for legal purposes, the same shall be forwarded to the Court through the police escort. This amount may be utilized by the under-trial or remand prisoner under orders of the Court for purposes like legal defense, cost of copies and the like. The disposal of this amount shall be certified by the police and the prisoner in the appropriate column of the register in Form No.43. Under no circumstances, shall under-trial or remand prisoner be allowed to carry cash or valuables if any, on his person.

824. When an additional case is pending.- (1) When an additional case is pending against a prisoner, the following action shall be taken, namely:-

(a) Entries of additional cases shall be made in red ink on the remand warrant in appropriate columns of under-trial register and Court diary.

(b) Intimation shall be sent to the Court concerned about pending case stating whether the prisoner is on bail or not in connection with that case.

(c) Intimation shall be sent to police escort.

(2) In the case of an under-trial or remand prisoner having two cases pending against him, for which he is not on bail, an endorsement in red ink shall be made each time he is sent to the Court.

825. Production of under-trial or remand prisoners in other States.- When an under-trial or remand prisoner is required to be sent to another State for trial, the State from where the under-trial or remand prisoner is sent shall arrange for the escort. Travel and other incidental expenses of the escort and of the under-trial or remand prisoner shall be borne by the dispatching State.

826. Production of under-trial or remand prisoners before Court in civil suit proceedings.- Unless ordered by the Sessions Judge, no under-trial or remand prisoner shall be produced before Court for civil suit proceedings.

827. Roll to accompany prisoners.- (1) When under-trial or remand prisoners are sent to a Court for trial, a nominal roll showing their number, names and a list of property, if any, with a blank column for disposal, shall accompany them. The manner of disposal will be filled in by the Court, over the initials of the Judge or Magistrate, and

the roll returned to the Superintendent. When prisoners who have properties are released either on bail or discharged directly from the Court concerned, the Court shall inform the prisoner on his release by it that he should claim the properties from the Superintendent of the Prison concerned within three months from the date of release and the fact of such communication should be certified by the Judge or Magistrate on the nominal roll itself that he has informed the accused as above. When an under-trial or remand prisoner has to be brought back to the Prison even in the event of his acquittal or discharge, the facts shall be prominently noted in red ink in the nominal roll for the information of the Court. When a prisoner is acquitted after trial by a Sessions Court, it is not necessary that a formal warrant of release should be sent to the Superintendent. The Expenditure incurred on the conveyance of such prisoners to and from the Courts is debitable to charges for police custody, but if railway or bus warrants are issued, the entire cost of such warrants is debitable to the police department.

(2) Under-trial or remand prisoner prisoners released from the Court shall claim from the Superintendent of the Prison concerned their property including cash, if any, held in the prison within three months from the date of their release from the Court. If a prisoner does not claim his property within the specified period of three months, the Superintendent shall cause a notice to be sent to the prisoner by registered post with acknowledgment due, for claiming his property within specified period unless the property is of value of Rs.50/- or less according to the prevailing market rate. If the owner does not claim his property within the specified time, the Superintendent of the Prison shall sell the property in public auction. In case the owner of the property claims the property on or before the date of the sale, the property shall be handed over to him. If, however, the property is not claimed within the specified period, the property shall be handed over to the highest bidder by the Superintendent, where the value of the property exceeds Rs.1000/- and above, according to the prevailing market rate, the Superintendent shall, before giving effect to the sale, obtain orders of the Inspector General of Prisons (Headquarters) for confirmation thereof. The sale proceeds of the unclaimed properties of prisoners in public auction shall be remitted to Government.

Explanation: The procedure prescribed in this rule shall be followed for the disposal of the unclaimed personal properties of the convicted prisoners also, if released from the Courts, when the period exceeds three months.

828. Periodical review of under-trial and remand prisoners.- There shall be a periodical review of all cases of under-trial or remand prisoners by the Superintendent of Prison on the period of detention inside the prison before 10th of every month.

829. Prevention of undue detention.- Whenever, undertrial or remand prisoner is detained, for an offence under any law (not being an offence for which the punishment of death or life imprisonment has been specified as one of the punishments under that law) undergone detention for a period extending up to one-half of the maximum period of imprisonment specified for that offence under that law and in case of a first-time offender (who has never been convicted of any offence in the past), undergone detention for the period extending up to one-third of the maximum period of imprisonment specified for such offence under that law, as the case may be, the Superintendent shall forthwith make an application in writing to the concerned court to proceed under Section 479 of the *Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)* for the release of such prisoner on bail.

830. Recording in visitors' book.- Under-trial or remand prisoner prisoners who are unduly detained in a Prison may represent their cases to the visitors who shall record their views in the visitors book and the Superintendent of the Prison shall take follow up action as may be deemed necessary.

831. Food arrangement during trial.- (1) Every prisoner who has to be sent to Court shall be given packed food for lunch and if he returns late after 10 p.m. or returns next morning, as the case may be, then he shall be fed by a subsistence allowance by the escort party at the following rate:-

'A' Class and Special Class remand and under-trial prisoner – Rs.40/-

'B' Class and Ordinary remand and under-trial prisoner – Rs. 25/-

(2) The following shall be the feeding time of the prisoners who is attending Court of transit:-

Breakfast between 6.00 a.m. and 8.00 a.m

Lunch between 1.00 p.m and 2.00 p.m

Dinner between 8.00 p.m and 10.00 p.m

832. Release on bail.- (1) On receipt of a warrant of a Court directing the release on bail of an under-trial or remand prisoner, he shall be at once released and his property shall be made over to him.

(2) Release orders and bail bonds will be sent through post, e-mail or through the Office Assistant of the Court. If any private person brings such documents, the same should not be accepted at the Prison office.

(3) Release Procedure - While releasing an under-trial or remand prisoner the Officer in charge should attend to the following points:-

- (a) Scrutiny of the bail bond or release order with relevant original papers and record.
 - (b) Checking whether any other case is pending against the under trial or remand prisoner.
 - (c) Checking of the identity of the under trial or remand prisoner.
 - (d) Handing over of the cash and property of the under trial or remand prisoner.
- (4) The under-trial or remand prisoner shall be informed of the contents of the bail bond prior to his release.
- (5) After release the bail bond should be duly returned to the Court concerned along with a certificate of release.

833. Superintendent to report if under-trial or remand prisoner seriously ill.- (1) If an under-trial or remand prisoner is seriously ill, the Superintendent in addition to intimating the relatives, shall also report the fact to the Court accompanied by a medical statement of the case, in order that, if the Court sees fit, the prisoner may be released on bail.

(2) The Superintendent may transfer any such under-trial or remand prisoner to a hospital outside the Prison in anticipation of the orders of the Court where the Chief Medical Officer considers such transfer absolutely necessary in order to conduct a surgical operation or otherwise.

(3) Where guarding of such prisoners in an outside hospital has to be arranged, the procedure laid down in rule 636 shall be followed.

834. Maintenance of medical sheets.- The Chief Medical Officer shall maintain a Register in Form No.48(ii) for the under-trial or remand prisoners seeking any medical treatment, their condition on admission and injuries if any found on them shall be specifically noted in the said Register by the Chief Medical Officer.

CHAPTER -XXXVIII

CIVIL PRISONERS

835. Civil prisoners to form separate category.- Civil prisoners shall form a separate category for purpose of confinement and they shall be segregated from the under-trial or remand prisoners and the convicted prisoners.

836. Application of Rules.- No civil prisoner shall be compelled to work against his will and nothing in Chapter XXIV applies to such prisoners. The provisions of chapter XXII and XXIII do not refer to any civil prisoner who is able to supply his clothing and bedding, and such of the provisions of Chapter XVII as are incompatible with exemption from labour and prison clothing are similarly inapplicable. With these exceptions, all the foregoing rules in these Rules shall apply to civil prisoners.

837. Clothing to be Clean.- Civil prisoners who supply their own clothing and bedding shall be required to dress themselves properly. Thorough cleanliness shall also be insisted on and the Superintendent may decline to allow any clothing or bedding to be introduced into the prison or used until it is, in his opinion clean.

838. Scale of supply of clothing and bedding.- When clothing and bedding is not provided by a civil prisoner or by the decree-holder, so much as may be necessary shall be supplied at Government cost. The scale of clothing and bedding for a civil prisoner shall be two cotton clothes or one cotton suit consisting of trousers and coat, one cotton carpet, one bed sheet and in the cold months, one wooden cumbly:

839. Disposal of clothing supplied by decree holder.- Whenever articles of clothing and bedding are supplied for the use of a civil prisoner at the cost of the decree holder, the latter shall be given an opportunity of taking possession of them within one month from the date of the civil prisoner's release. If there be no such claim within a month they may be sold or destroyed.

840. Bathing facility.- Civil prisoners shall bathe at such times as the Superintendent may fix.

841. Supply of food on medical grounds.- If the Chief Medical Officer recommends, on medical grounds, any food which a civil prisoner is unable to provide, such articles shall be supplied to him by the Superintendent at Government cost.

842. Supply of food by Prison.- Civil prisoners unable to provide their own food, for whom subsistence allowance is not paid and civil prisoners whose subsistence allowance has not been paid and who are detained over a Sunday or other prison holidays under rule 852 shall receive food at Government cost in accordance with the scale of diet admissible under the rules for civil prisoners according to their grades of classification.

843. Utilization of charitable donations. - All charitable donations and bequests of money or other approved articles received inside the prison for the benefit of civil prisoners shall be distributed with by the Superintendent to secure compliance, the specific conditions or directions imposed by the donors if they are not contrary to prison rules and such of those articles which are liable to damage by keeping shall be distributed as soon as possible after receipt.

844. Provision of Books and amenities. - (1) Civil prisoners shall be allowed the use of books in the prison library and to provide at their own cost such books and newspapers or to engage in such harmless indoor games like carrom, chess and the like or other means of occupation as the Superintendent considers unobjectionable.

(2) The rules contained in Chapter XXVII entitled "Interviews and communications with prisoners" which regulate interviews and communications shall apply to the civil prisoners as well.

845. Release on grounds of illness. - (1) In accordance with section 59 of the Code of Civil Procedure, 1908 (Central Act V of 1908), a civil prisoner may be released from Prison:-

(a) by the Government on the ground of the existence of any infectious disease; or.

(b) by the committing Court or any Court to which that Court is Subordinate, on the ground of his suffering from any serious illness.

The period of imprisonment of a civil prisoner thus released and rearrested shall not in the aggregate exceed that prescribed in section 58 of the Code of Civil Procedure, 1908 (Central Act V of 1908).

(2) If it is desired to move the Government or the Court under the preceding rule, the Superintendent shall, without delay, forward direct to Government, or to the Court, as the circumstances may require, a report from the Chief Medical Officer showing the nature of the illness of the civil prisoner and a nominal roll in Form No.46 with particulars of the amount of the decree and the name of the creditor.

A copy of the communication sent in this regard to Government or Court shall also simultaneously be submitted to the Director General of Prisons and Correctional Services by the Superintendent. There after the Superintendent shall await the orders of the Government or the Court, as the case may be.

(3) Pending receipt of orders from Government or the Court, the civil prisoner shall, if suffering from an infectious disease, be segregated inside the prison, and if the means of segregation within the prison are not available or the disease is of a particularly infectious character, he shall be provided with accommodation outside the prison and such temporary establishment as may be necessary for his custody and treatment shall be entertained in anticipation of the sanction of the Director General of Prisons and Correctional Services.

(4) In case of serious illness or where operative skill is required, the Superintendent may, in anticipation of the sanction of the Court remove such prisoners to outside hospital for treatment. Temporary establishments as indicated in sub rule (3) may be provided for the safe custody of the prisoner, in anticipation of the approval of the Director General of Prisons and Correctional Services until orders are passed by the Court concerned, A brief statement of the cases and a certificate as to the necessity for the transfer shall be furnished to the Director General of Prisons and Correctional Services forthwith.

846. Condition for detention.- No civil prisoner shall be received into a prison unless the preliminary payment of the monthly subsistence allowance, cost of conveyance for his journey and feeding charges during transit from the civil Prison to his usual place of residence according to the rate mentioned in the Court's warrant of committal, has been made, and no civil prisoner shall be detained when the time limited for any subsequent payment lapses without its being duly made.

847. Transfer from one prison to another.- If for the convenience of the State, a civil prisoner is, after commitment to the civil Prison appointed under section 55 of the Code of Civil Procedure, 1908 (Central Act V of 1908) for his detention transferred from that Prison to another, he shall be released direct from the Prison in which he finds himself at the expiry of the period of detention. As regards the subsistence allowance and journey fare for the return journey in such cases, the amount already collected from the decree holder for the purpose, and which would have sufficed had he been released at the original place of detention, shall be utilized and the balance, if any, met by Government. The escort of the civil prisoner from one prison to another shall be carried out by the regular warder establishment.

848. Scale of subsistence allowance.- (1) The monthly scales of subsistence allowance for civil prisoners are fixed by Government, from time to time, under section 57 of the Code of Civil Procedure, 1908 (Central Act V of 1908).

(2) On medical or other special grounds to be recorded in each case, the Court may order such increased allowance as it may thing fit, and may from time to time cancel or modify such order.

849. First payment of subsistence allowance.- The first payment of the monthly subsistence allowance fixed by the Court shall be for such portion of the current month as remains unexpired when the civil prisoner is committed to Prison. This payment shall be made to the proper Officer of the committed Court and shall be transmitted to the Superintendent.

850. Subsequent payment of allowance.- Subsequent payments of the monthly subsistence allowance shall be paid to the Superintendent by the detaining creditor by monthly payments in advance before the first day of each month [Order XXI, Rule 39, Code of Civil Procedure, 1908 (Central Act V of 1908)] and each payment shall be the full amount due for the ensuing month or for as many days less than a month as the civil prisoner may have to be detained to complete the full period of his imprisonment. Payment by installments shall not be permitted.

851. Latest date for payment of allowance.- If any monthly payment of the subsistence allowance is not received by the Superintendent in advance before the first day of each month and if it is afterwards tendered, it shall be refused. Every payment shall be made during ordinary business hours, and money tendered after lock-up or on Sundays or other prison holidays shall not be received until the next working day.

852. Release of civil prisoners other than on medical grounds or by transfer.- (1) Under section 58 of the Code of Civil Procedure, 1908 (Central Act V of 1908), a civil prisoner shall be immediately discharged from Prison,-

(i) on the amount mentioned in the warrant of committal being paid to the Superintendent; or

(ii) on the detaining creditor omitting to pay the monthly subsistence allowance in accordance with the two last preceding rules; or

(iii) on the term of imprisonment as limited by the same section being fulfilled; or

(iv) on an order of the Court:

Provided that the Superintendents and Jailers are not required to accept payment of the amount mentioned on the warrant of committal or to release civil prisoners on an order of a Court after lock up or on Sundays or other prison holidays:

Provided further that in the case of the subsistence allowance paid by a detaining creditor becoming exhausted on a Sunday or other Prison holiday and not being renewed, the civil prisoner shall not be released on the preceding day under rule 613, but on the following Monday or working day, as the case may be.

(2) In cases of non-payment of the monthly subsistence allowance in the prescribed manner, the civil prisoner shall be produced before the Superintendent on the morning of the first working day of the month for which the monthly subsistence allowance has not been duly paid. The Superintendent shall satisfy himself by examining the entries, in the Civil prisoners' Register, by checking those entries with the entries relating to the civil debtors batta in the cash book and by questioning the Office Manager/Superintendent or Accountant that the monthly subsistence allowance has not been duly paid, and shall then release the civil prisoner.

853. Subsistence allowance to be excluded from debt.- (1) The amount disbursed by decree holder for the subsistence of a civil prisoner in Prison may not be included in the amount for which the civil prisoners' detention is ordered. If in any warrant such amounts are found to be so included, the warrant shall be returned to the Court for amendment. Money disbursed by the decree-holder for the civil prisoner's subsistence between arrest and admission to Prison may, however, be included in the amount for which his detention is ordered.

(2) Each payment of subsistence allowance shall be entered in the Civil Prisoners' Register in Form No.8 together with the date of receipt. If the civil prisoner supplies his own food, the amount of subsistence allowance shall be made over to such persons outside the prison as he may indicate; in other cases, the staple articles of diet as required by the civil prisoner shall be supplied from the prison supplies at cost rates, the costs thereof being adjusted as abatement under 'dietary' charges' in respect of different classes of prisons under the relevant head of account and the balance shall be paid in daily installments to the civil prisoners who shall arrange with a Prison Officer deputed for the purpose to purchase such extra articles of ration, and the like as he may require. The Jailer shall be responsible for seeing that the civil prisoners are not charged excessive rates for such supplies.

854. Disposal of money on release of civil prisoners.- (1) On the discharge of a civil prisoner any amount paid to the Superintendent under clause (i) of the first proviso to section 58 of the Code of Civil Procedure, 1908 (Central Act V of 1908) shall be forwarded to the committing Court.

(2) The unexpended balance, if any, of the first payment of subsistence allowance forwarded by the committing Court with the civil prisoner shall be returned to the Court, but any balance of subsistence allowance subsequently received at the prison from the decree-holder in the suit shall be refunded direct to the said decree-holder.

855. Escorting.- The duty of escorting civil prisoners to or from any Civil Court belong to the Nazarat establishment of such Court, and shall not be imposed on the police or on the warder establishment, except in the city of Chennai.

CHAPTER - XXXIX
POLITICAL PRISONERS

856. Definition of political prisoners.- (1) Anyone who, for the purpose of furthering any political cause or for any general public benefit and not for his personal advantage, contravenes the law and thereby is detained or is sentenced to imprisonment for an offence without either instigating or abetting in the commission of any act involving using of force or violence and without having acted either dishonestly or fraudulently and without causing loss or damage to any property and his speech and action have been throughout non-violent shall be called a political prisoner and classified as a political prisoner.

Explanation: The expression “dishonestly and fraudulently” will have the same meaning as is given in sections 2(7) and 2(9) of the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023)

(2) All such political prisoners, on their conviction, shall be classified as ‘A’ class prisoners and under-trial or remand political prisoners shall be placed in Special Class;

Provided that in all acts of omission or commission to the political prisoners except Members of Parliament or Legislative Assembly, former Members of Parliament or Legislative Assembly, if any ingredient or common law such as the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023), 141(2) of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) or any other criminal law is involved shall be placed in ‘B’ class or treated as ordinary prisoners.

857. Classification of convicted political prisoners.- 1) The High Court, Sessions Judges, Additional Sessions Judges, Assistant Sessions Judges, Chief Judicial Magistrates, Chief Metropolitan Magistrate, Metropolitan Magistrates, Sub-Divisional Judicial Magistrates, Judicial Magistrates of the First Class (the last two through the Chief Judicial Magistrates) in cases tried by them originally or in any other case, the District Magistrates shall make the initial recommendation for classifications of convicted political prisoners in Class ‘A’ to the Government by whom those recommendations shall be confirmed or reviewed.

(2) Prisoners recommended by Courts for classification as ‘A’ shall be tentatively treated as belonging to the Class recommended till the orders of Government confirming or reviewing the recommendations are received.

858. Classification of under-trial political prisoners.- (1) Courts shall make the initial recommendation for classification of under-trial political prisoners in the special class to the Chief Judicial Magistrate in the mofussal or the Chief Metropolitan Magistrate in the City of Chennai, as the case may be, by whom the recommendation shall be approved or reviewed.

(2) Such prisoners recommended for classification in the special class shall be tentatively treated as belonging to that class until the orders of the Chief Judicial Magistrate or the Chief Metropolitan Magistrates concerned approving or reviewing the recommendation is received.

(3) prisoners detained or sentenced to imprisonment for participating in the agitation for protecting Tamil language shall also be placed in the special class or classified as ‘A’ class prisoners respectively and they shall be provided with all amenities that are admissible to those classes of prisoners.

(4) Political prisoners not classified on their conviction as ‘A’ class prisoners and the under-trial prisoners not placed in special class shall be treated as ‘B’ class prisoners and ordinary class under-trial prisoners respectively.

859. Police verification.- (1) Notwithstanding anything contained in the above rules, the competent authority may before making their recommendation to Government for classification of prisoners, refer the cases for report to the appropriate police authorities to assess whether the prisoner’s case falls within the purview of the conditions prescribed in the rules for classification as such. The Chief Metropolitan Magistrates in the City of Chennai shall consult the Commissioner of Police.

860. Segregation of political prisoners.- The political prisoners so classified as ‘A’ class prisoners on their conviction and the under-trial prisoners placed in “Special Class” shall be completely segregated from other prisoners and lodged preferably in a separate building or in camp prison outside the main prison as a temporary arrangement, apart from segregating the convicted political prisoners from the under-trial, subject to availability of suitable accommodation.

861. Treatment.- Political prisoners on their classification as ‘A’ class prisoners shall be entitled to all privileges accorded by the Government to that class of prisoners. “Special Class” under-trial political prisoners shall be treated in the same way as ‘A’ Class political prisoners subject to the rules and orders for the time being in force:

Provided that the said political prisoners shall be entitled to the privileges as to accommodation, clothing, bedding and furniture subject to their availability.

862. Representation.- Any such prisoner who desires to make representation against the classification awarded to him, shall be allowed to prefer his representation to the appropriate authority.

863. Application of other rules.- Except in so far as they are inconsistent with the rules in this Chapter, all the rules in these rules shall equally apply to the political prisoners, wherever necessary.

CHAPTER – XL

PRISONERS SENTENCED TO SIMPLE IMPRISONMENT

864. Application of remission and labour rules.- (1) Prisoners sentenced to simple imprisonment shall not ordinarily be governed by the rules in Chapters XIX, XX and XXIV.

(2) Such of those prisoners of this class who elect to do work and who are provided with work and who complete such work to the satisfaction of the Superintendent shall be allowed the scale of diet and wages admissible to the prisoners sentenced to rigorous imprisonment. They shall not be allowed to receive food from outside the Prison. They shall be eligible to earn remission as admissible under the rules contained in Chapter XIX which is liable for forfeiture for any prison offence committed by them.

Provided that prisoners who, having elected to do work desire to discontinue to do the work, shall do so after giving notice in advance to this effect to the Superintendent.

(3) No penalty shall be imposed on a prisoner sentenced to simple imprisonment who has elected to work for neglect of work or short work or refusal to work other than reversion to non-labouring class or removal from the work system or both. On such reversion or removal he shall be restored to his original category.

865. Disciplinary restrictions.- (1) Prisoners sentenced to simple imprisonment shall clean their own wards and wash their own clothes and shall keep their clothing and bedding neatly arranged and folded. They may be compelled to cook their own food or the food of other prisoners sentenced to simple imprisonment, provided they belong to class as accustomed in their own houses to perform such duties.

(2) They shall not be compelled to perform menial duties for others, nor shall they be compelled to perform any duties of a degrading character.

(3) They shall remain during the day in the part of the prison assigned to them and shall not wander about the prison, nor enter the labour yards or workshops.

866. Exercise.- Prisoners sentenced to simple imprisonment who are not doing any work may be allowed to take walking exercise or any other physical exercise within the prison for not more than an hour in the morning and an hour in the evening if the Chief Medical Officer considers it advisable.

867. Hair-cutting and clothing.- Prisoners sentenced to simple imprisonment shall be permitted to retain their hair as worn on admission and it shall not be cut closer than is necessary for the purposes of health and cleanliness. They shall be allowed to wear their own clothing, which, if insufficient, may be supplemented by prison clothing:

Provided that military prisoners who are sentenced to simple imprisonment shall not be allowed to wear military uniform while in prison.

868. Ban on wearing symbols of political party.- Prisoners sentenced to simple imprisonment under no circumstances shall be allowed to wear or display in any manner a symbol or thing of a political party on their body, clothing, bedding or otherwise.

869. Application of other rules.- In all other respects, the rules herein contained shall apply to the prisoners sentenced to simple imprisonment but they shall, as far as possible, be kept separate from other convicted prisoners.

CHAPTER – XLI

HIGH-RISK OFFENDERS AND DETENUES

870. (1) High risk offenders including prisoners classified under categories 1 and 2 as indicated in sub-rule (2) shall be lodged in separate enclosures demarcated as high security enclosures within the existing prisons. If possible, separate high security prisons may be constructed in every district with the lodging capacity of 50-100 inmates. Under no circumstances, the high risk offenders shall be kept with other under-trial prisoners and convicts.

(2) Classification of High Risk Offenders.- All prisoners, including under-trials and detenues, shall be classified into following categories to determine the level of security for effective surveillance, safe custody and prevention of escapes:

(i) Security Category - 1 (S1-Red): Fundamentalists, Naxalites, extremists and terrorists or any other individual characteristics warranting confinement in High Security enclosures.

(ii) Security Category - 2 (S2-Blue): Gangsters, hired Assassins, dacoits, serial killers/rapists/violent robbers, drug offenders, habitual grave offenders/communal fanatics and those highly prone to escapes/previous escapees/attack on police and other dangerous offenders/including those prone to self harm/posing threat to public order, warranting confinement in Security Zone-2.

(iii) Security Category - 3 (S3-Yellow): Those who do not pose any threat to the society, upon release, like those involved in murders on personal motives, other bodily offences, theft/ property offences, prohibition offences, other special and local laws, railway offences and other minor offences.

The above three categorization in categories 1, 2 and 3 shall be done on the basis of the inputs provided by the police/intelligence agencies at the time of admission.

(iv) Security Category - 4 (S4-White): Prisoners who are eligible for Open Prisons.

(v) Security Category - 5 (S5-Green): Elders, sickly, students, etc.

The above two categorization in categories 4 and 5 shall be done by the prison authorities.

871. Building Structure.- (1) High security enclosures/Prisons shall have a thick outer masonry wall at least 20 feet in height, with watch towers at all its corners and one central tower within the enclosure. The enclosures/Prisons should be provided with anti-tunnelling slabs and all spaces open to the sky shall be covered with iron grill. These enclosures can be divided into Security Zone Grade-I and Security Zone Grade-II.

(2) Security Zone Grade-I shall have a cellular type of accommodation with a minimum space of 10' x 9' which will have the facility of an inbuilt water closet and bath and a strong dividing wall. Front portion of cells should be of iron grill, the flooring shall be of RCC slab, high ventilators should be provided instead of windows. The building shall have a separate entry lobby with visitor's room on one side, MI room, and food distribution room. The hardcore militants, terrorists, professional killers, habitual offenders of heinous crimes, violent and dangerous prisoners and prisoners who pose great threat of escape shall be lodged in Security Zone Grade-I.

(iii) Security Zone Grade-II shall have a single room accommodation (cellular and the association barracks). This accommodation can be of 16' x 9' size, where two or three prisoners can be lodged at a time. The barracks shall have a maximum capacity of lodging 10 to 15 prison inmates. They shall also have an inbuilt toilet and bath. The size of one barrack can be 27' x 10' this security zone can have a common kitchen. Security Zone Grade-II will also have a separate entry lobby. The space open to the sky shall be covered with iron grills.

(iv) The building pattern shall be oval and covered with watch towers on all sides. In this zone, first offender militants and terrorists both convicts and under-trial prisoners, who pose lesser threat of escape, can be lodged.

872. Staff pattern.- Well trained staff shall be entrusted with the watch and ward duty of High Security enclosures. An Officer not below the rank of Jailer/Deputy Jailer should be in charge of these enclosures. Provisions should be made that no staff on duty comes in direct contact with the prisoners except as a requirement of duty.

873. Facilities (Interviews, letters, communication).- (1) High-risk offenders shall enjoy all the facilities admissible to the under-trial or remand prisoners or convicts, but the interviews will be held in the presence of an Officer. It will be advisable if close circuit televisions with sound recording facilities are fitted in the interview room. Moreover, the room should be near the entrance lobby and within the high security enclosure. In any case, high risk offenders will not be allowed in the main interview blocks. Interviews should be allowed with only blood relations and authorised lawyers.

(2) All letters shall be properly censored.

874. Food, toilet, clothing and bedding.- No cooked food from outside shall be allowed for high risk offenders. No individual shall be allowed to cook for himself. However, the high risk offenders can have a common kitchen.

No under-trial, detainee or convict should be allowed to enter the high security enclosure. Admissibility to toilet articles, clothing and bedding shall be the same as that given to other under-trials and convicts.

875. Medical care.- Medical care shall be the same as for other inmates but within the enclosures of the inbuilt Medical Investigation(MI) room. In case of an emergency, with the permission of the Director General of Prisons and Correctional Services, they can be shifted to the local hospital for treatment but under proper police escort and guard.

876. Sports, Games and Recreation.- (1) Subject to prison security and discipline, prisoners lodged in grade-I security zone may be provided with books, newspapers and journals. Writing material can also be provided as and when required. If possible, Television/Radio sets can be provided outside the cells with such restrictions as found necessary from the view point of security. Regular physical exercise and yoga can be allowed within the cell itself. prisoners can be allowed to stroll within the place inside the block in the evening before being locked-up.

(2) Similarly, prisoners lodged in security zone grade-II may be provided with radio and television in their barracks, indoor games like carom and chess can be given to them. Books, newspapers, journals and magazines along with stationary can be provided to them. At intervals, seeing their behaviour, cultural programmes can also be allowed.

877. Canteen facility.- High risk offenders may be allowed to avail of canteen facilities only if adequate security precautions are taken to prevent untoward behaviour.

878. Reform and treatment programmes.- The reform and treatment programmes can be extended to the prisoners lodged in the security area Grade-II. Minimum technical education with primary focus on handicraft work should be given. Basic education should form an essential part of the programme. These activities and programmes should be conducted within the enclosure itself. These prisoners shall not be taken out to mix with other inmates.

879. Security.- (1) A double ring of security shall be provided to all security enclosures. Inner security of the enclosures should be manned by highly trained staff of the prison, while the outer security, including the watch towers and security wall, should be the duty of a special armed guard.

(2) The enclosures shall be equipped with walkie-talkies, alarms and jammers and state-of-the-art electronic surveillance system of interception and interruption.

(i) ID machines, hand-held and doorframe, metal detectors and all other electronic devices shall be made available.

(ii) The armoury of the prison shall be well equipped with all types of sophisticated and automatic weapons.

(iii) Every barrack and cell, especially the interview room, shall be fitted with closed circuit T.V. cameras.

(iv) The sentries guarding the watch tower shall always be alert.

(v) A no man's area shall be identified near the high security enclosures which should not be accessed by any prison inmate and the staff, except those who are detailed for duties.

(vi) Proper search of barracks, cells and prisoners shall be conducted every day. The high security prisoners of category 1 and 2 shall be searched twice a day. Whereas the prisoners of category 3 shall be searched at least once a day.

(vii) The locking up and opening shall be conducted in the presence of the Officer in charge and no barrack cell should be opened during night hours except in the presence of the Superintendent of the Prison. In case of emergency the night duty Officer can open the cell of a high-risk prisoner with proper and adequate guarding strength with intimation to the Superintendent.

(viii) Besides checking the locks, bars, grills, mess, ventilator, floors, walls of barrack/cells, its ceiling shall also be checked.

(ix) The guards posted in the yards of the enclosure should not hold conversation with each other more than what may be required to perform their duty. The entrance door of the yard shall always be kept locked from inside.

(x) The keys of the locks of the cells or barracks doors shall always be carried by the person entrusted with the duty. They shall under no circumstances be handled by any unauthorized person.

(xi) The cells and barracks shall be well lighted to avoid dark spots and corners inside.

(xii) The guard on duty shall be thoroughly searched while going in and coming out. He shall be briefed adequately from time to time about non-acceptance of articles like eatables, articles for smoke, even water from these prisoners.

(xiii) The inmates of high security enclosures shall be counted at least twice in a day besides the counting done during locking up and opening.

(xiv) Necessary gadgets such as breath analyzer, canine unit, etc. may also be procured and utilized to check any breach of prison discipline.

880. Court Hearing.- Video linkage shall be provided to these high security enclosures. In any case, no under-trial prisoners, convict or convict Officer or detainee should be allowed to enter these enclosures. The regular prison staff or the paramedical staff will not have access to these enclosures unless they are accompanied by the Officer in charge of the block.

881. Convicts for rigorous imprisonment.- High risk offenders who are undergoing rigorous imprisonment shall do all sort of work assigned to them inside the security enclosures.

882. Punishment.- (A) All high risk offenders shall be punished by the Superintendent in case of breach of discipline and security of Prison in the manner set forth in Chapter XVIII-Offences and Punishments of these Rules. The Superintendent may take appropriate legal action against such prisoners and in case a high-risk offender commits an offence which is punishable under any law in addition to being a prison offence, appropriate criminal process may be initiated against him by moving the local police station, in addition to the major and minor punishments provided in Chapter XVIII.

(i) If a high-risk offender commits frequent breaches, the Superintendent may recommend his shifting to any other prison to the Director General of Prisons and Correctional Services.

(ii) Facilities like interviews/letters/canteen facilities can be withdrawn for a limited time, or otherwise.

(iii) Forfeiture of earned remission and any other punishments as laid down by the Director General of Prisons and Correctional Services may also be imposed.

CHAPTER – XLII

PRISONERS SENTENCED TO DEATH

883. For the purposes of this Chapter.-

(i) "prisoner" means a prisoner, who is sentenced to death.

(ii) "relative in relation to a prisoner" means spouse, children, grand-children, parents, grand-parents, parent's brother or sisters, parents-in-law, grandparents-in-law, brothers or sisters of spouse, children of brothers or sisters and children of brothers or sisters of the spouse.

884. Search of prisoners.- (1) On admission, a prisoner sentenced to death shall be thoroughly searched in the presence of the Jailer. A female prisoner under sentence of death shall be searched by the Lady Jailer, the Deputy Jailer or the Assistant Jailer, or by a female warder. Every article of private clothing shall be taken away from him as well as all other articles of every description, whether money, jewellery or otherwise, and he shall be supplied with a suit of convict clothing. He shall also be supplied with pot, plate and mug of thin light stainless steel and woollen blanket for the purpose of spreading and covering.

(2) On admission of a death sentenced prisoner in a prison, the Superintendent shall report the admission to the Government. The Superintendent shall also report to the Government the date fixed for his execution by the Court of Sessions on confirmation of the sentence of death by the High Court, and solicit orders of the Government regarding stay of his execution.

885. Medical examination. – (1) The Chief Medical Officer shall take the height, weight and neck measurements of the prisoners under sentenced to death. The prisoner shall also be medically examined and the Chief Medical Officer shall record his observation in the Medical Report book. He shall enquire every deserving female prisoner under sentenced of death, whether she is pregnant or otherwise and get her statement recorded and signed.

(2) The Prison Officer in charge shall carefully observe the behavior of prisoner's sentenced to death with special focus on his mental status.

(3) The notes of psychological observation kept by the Jailer shall be checked daily by the Superintendent who shall ensure that the data required for the compilation of the notes is collected by the Jailer in an intelligent manner and that the same have a factual base. Two copies of the case history of the prisoner and the notes shall be sent by the Superintendent to the Director General of Prisons and Correctional Services immediately after the final disposal of the case.

(4) A copy of the case history and psychological notes shall be sent by the Director General of Prisons and Correctional Services to State Government immediately on receipt together with his own remarks thereon if any. Such record may prove useful for psychological study and research purposes.

886. Confinement in Cell in Special Yard.- (1) The prisoner shall then be removed to a cell in a special yard, apart from all other prisoner as required by section 30 of the Prisons Act 1894 (Central Act IX of 1894). The Jailer shall inspect the cell before the prisoner is placed in it, and shall satisfy himself of its fitness and security. No prisoner under sentence of death shall be placed in a cell having only a wooden door, and if there is an external wooden door in addition to the grated door, it shall be kept open. Prisoners other than those sentenced to death shall not be kept in this yard.

(2) A cell door ticket in Form No.97 shall be maintained in duplicate for every prisoner sentenced to death, of which one shall be suspended outside the cell of the respective prisoner and the other shall be in the custody of the Welfare Officer. All the developments shall be recorded according to the columns, and got initialed by the Superintendent or Additional Superintendent and Jailer.

Explanation: A prisoner shall be considered to be under sentenced to death only when such sentence has become final, conclusive and indefeasible, which cannot be annulled or voided by judicial or constitutional procedure. Till then a prisoner, who is awarded the punishment shall not be prisoner under sentence of death. Therefore, such prisoner shall be treated as an ordinary prisoner and afford all facilities including diet, interview, communication, clothing, bedding and others applicable to prisoners in Class 'B' as laid down in the rules.

887. Removal of prisoners sentenced to death to the Prison or any other hospital.- (1) Death sentenced prisoners shall not be removed to the prison hospital for treatment without the sanction of the Government. The Superintendent may, however, order the removal of the prisoner to the prison hospital in anticipation of sanction, provided the Chief Medical Officer of the prison certifies that the prisoner is in danger of death and requires treatment in the prison hospital. A prisoner sentenced to death removed to a prison hospital shall be segregated from all other prisoners in the hospital and a special guard of three second grade warders shall be deputed to watch the prisoner continuously by day and night.

(2) The Superintendent may also order the removal of a death sentenced prisoner to any hospital for medical examination, in anticipation of the sanction of the Government, if the Chief Medical Officer considers that such an examination is necessary.

888. Provision of guard.- (1) When the prisoner is placed in the cell in a special yard, a special guard of three-second grade warders shall be deputed to watch him continuously day and night. No Convict Officer shall be employed for this purpose.

(2) The Sentry guarding these cells shall be relieved every two hours.

889. Precautions against suicide.- The sentry shall be equipped with a regulation baton. He shall not be armed with a fire-arm, bayonet or a sword or any sharp weapon. The sentry shall be posted in front of the grated door of the cell. The warder for the time being on duty shall always keep the prisoner in view. To enable him to do this by night, an electric light shall be so fixed or a lantern shall be so placed as to throw a good light into the cells. The keys of the handcuffs, if any are imposed, shall be kept by the Jailer. The keys of the cell door shall be kept by a first-grade warder by day and by the patrolling Officer by night, so that they may be able to enter the cell without delay in case of an attempt at suicide. The key of a lock used on a special yard shall not be capable of opening any other lock in the prison. If an attempt to commit suicide by the prisoner is noticed, the sentry on duty shall raise alarm for help and enter the cell.

890. Source of guard.- The ordinary warder establishment shall be sufficient to furnish the special guard over a death sentenced prisoner, but, if absolutely necessary, extra men may be entertained with the sanction of the Director General of Prisons and Correctional Services. As far as possible the duty of guarding a death sentenced prisoner shall be entrusted to permanent warders, the extra temporary men being placed on less responsible duties.

891. Restrictions on communication with prisoner.- The special guard shall allow no one to approach the cell in special yard or communicate with the prisoner except the Superintendent, the Chief Medical Officer, the Jailer or a visitor of the prison, the convict servants who attend on the prisoner, and such other persons as may be authorized in writing by the Superintendent.

892. Supervision of guard.- The first grade warder on duty during the day and the patrolling Officer during the night shall visit the sentries posted over the special yard frequently at uncertain hours. They shall at once report to the Jailer, for communication to the Superintendent any irregularity or suspicious conduct on the part of the prisoner.

893. Guard over several death sentenced prisoners.- When two or more death sentenced prisoners are confined at distance apart, a separate guard shall be placed over each. But, where the cells are adjoining, it shall be sufficient to post a single guard over every six cells.

894. Daily search of prisoner.- (1) Every morning and evening the Jailer, shall carefully search the prisoner under sentence of death with his own hands, examine his cell, his handcuffs if any are imposed, and shall satisfy himself that they are sound and secure, and that the prisoner has no concealed weapon or any article which may be dangerous in his possession. The result of his examination shall be entered in his Report Book. He shall also record daily his observation of such prisoner.

(2) The prisoner shall also be thoroughly checked every time the contingent of guards on duty is changed in the presence of the guard commander.

895. Handcuffing.- A prisoner under sentence of death shall not be handcuffed unless he is so violent as to be dangerous to the guard or to himself. If it is deemed necessary to handcuff the prisoner, the reasons for such action shall be reported to the Director General of Prisons and Correctional Services.

896. Diet.- Food shall be given to a prisoner sentenced to death after examination by, and in the presence of the Jailer.

897. Exercise.- Every prisoner sentenced to death shall be allowed to exercise in the open air every day under strict and careful watch as the Chief Medical Officer may consider necessary.

898. Facilities to be extended.- The following facilities shall be extended to the prisoners sentenced to death namely:-

(a) Books for reading.— Sentenced to death prisoners who can read shall be provided at their request with a supply of such books as are in the prison library. Subject to the control of Superintendent, they shall also be allowed to purchase at their own cost, or obtain from their relations or friends any other books which they may wish for, provided the Superintendent may, in deserving cases, purchase books for the prisoners at the expense of Government.

(b) Interview: (i) The Superintendent may permit prisoners sentence to death to have interviews with their relatives, friends or legal advisors, once a week, or more often when the Superintendent is of the opinion that such interviews may be granted for good reason.

(ii) The Jailer shall before granting interviews, ensure that all precautionary and security measures are taken before hand.

(iii) The prisoner shall be brought from the cell to the interview room under proper escort at the time of interview and the interviewers and the prisoner shall be separated by expanded metal barriers.

(iv) A religious priest or a faith-based head (of the religion/ faith to which a prisoner belongs) may be summoned once a week at the cost of State Government, if the prisoner so desires. The Superintendent may permit a preacher to be summoned more often for adequate reasons to be recorded in the history ticket of the convict.

(c) Payment of to and fro transport charges to the nearest relatives for visiting before execution.- (i) The Superintendent of all Central Prisons and Special Prisons for Women shall sanction the actual to and fro transport or conveyance charges to travel within the State of Tamil Nadu either by road or by train by the lowest available class by the shortest available route to not exceeding five close relatives, namely, father, mother, wife, husband, son, daughter, full brother, and full sister of the prisoner who are under sentence of death so as to enable them to come and see such prisoners before their execution if they express a desire to that effect.

(ii) The Superintendent is authorized to incur expenditure up to an amount to be fixed by Government in a deserving case for the purpose of giving reasonable solace to the prisoner, for instance securing the presence of his near relatives before his execution.

(iii) The Director General of Prisons and Correctional Services may allow further expenditure on a prisoner sentenced to death in urgent, compassionate and deserving cases:

Provided that such sanction shall be restricted for only one occasion.

(d) The Jailer shall ensure that the following articles are issued to a convict on his admission to a Prison:—

(i) a pant without cord.

(ii) two all wool blankets or two cotton wool blankets, one for spreading and another for coverage.

(iii) a plastic pot, plate and a mug of stainless steel.

(iv) A thin Kasti may be issued to a Parsee convict.

(e) Final meeting between convict and his family.- It would be mandatory for Prison authorities to facilitate and allow a final meeting between the prisoner and his family and friends prior to the execution.

899. Provision of legal aid. – (1) The Welfare Officer shall render all possible help to the prisoners under sentence of death with the nearest Taluk or District Legal Aid Committees for preparation of appeals and mercy petitions.

(2) **Furnishing documents to the convict. -** Death sentenced convicts shall be provided with copies of relevant documents within a week of conviction, by the Prison authorities, to assist in making mercy petition and petitioning the Courts.

900. Date of execution. - When a sentence of death is confirmed by the High Court, the Court of Session will issue a warrant to the Superintendent with reference to section 453 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) fixing the date of execution, which will be not less than twenty-one days nor more than twenty-eight days from the date of receipt by the Sessions Court of the orders confirming the sentence of death. If the date fixed by the Court be a recognized holiday for prisoners the execution shall take place on the next working day. The warrant shall be accompanied by a copy of the High Court's judgment, which shall be at once communicated to the prisoner, after translation, if necessary.

901. Appeal to Supreme Court.- (1) The Superintendent shall immediately on receipt of a warrant for execution consequent on the confirmation by the High Court of the sentence of death, inform the convict concerned that if he wishes to appeal to the Supreme Court or to make an application for special leave to appeal to the Supreme Court under any of the relevant provisions of the Constitution of India, he shall do so within the period prescribed in the Supreme Court Rules, 2013.

Explanation:- (1) If sentence of death has been passed on more than one person in the same case, and if intimation is received from, or on behalf of only one or more but not all of them of an intention to appeal to the Supreme Court or to make an application for special leave to appeal to the Supreme Court, the execution of the sentence shall be postponed not only in the case of the person or persons from or on whose behalf such intimation has been received but also in the case of the other persons or person from whom or on whose behalf no such intimation has been received.

(2) As per order XXI, rule 2 of the Supreme Court Rules, 2013, in a case involving a sentence of death, an application for special leave to appeal shall be lodged in the Supreme Court within sixty days from the date of refusal of certificate by the High Court or within sixty days from the date of the judgment, final order or sentences, sought to be appealed from, as the case may be, provided the Supreme Court may, for sufficient cause shown, extend the time.

In a case involving a sentence of death, the application for a certificate by the High Court for preferring an appeal to the Supreme Court shall be lodged in the High Court within sixty days from the date of the judgment, final order or sentence sought to be appealed from.

(3) The procedure governing the submission of petitions of special leave to appeal to the Supreme Court and the documents to accompany them, are contained in Supreme Court Rules, 2013.

Explanation.- Resort shall be had to the rules for the time being in force governing the subject.

902. Intimation of submission of petition.- (1) The Superintendent shall immediately on receipt of intimation of the dismissal by the Supreme Court of the appeal or the application for special leave to appeal to it lodged by or on behalf of the convict, in case the convict concerned has made no previous petition for mercy, inform the convict concerned that if he desires to submit a petition for mercy, it shall be submitted in writing within the period of 30 days in which the Superintendent,—

(i) informs him about the dismissal of the appeal, review or special leave to appeal by the Supreme Court; or

(ii) informs him about the date of confirmation of the sentence of death by the High Court and the time allowed to file an appeal or special leave in the Supreme Court has expired.

(2) The petition under sub-rule (1) may, initially be made to the Governor and on its rejection or disposal by the Governor, the petition shall be made to the President within a period of sixty days from the date of rejection or disposal of such petition.

(3) The Superintendent or Officer in charge of the Prison shall ensure, that every convict, in case there are more than one convict in a case, also files the mercy petition within a period of sixty days and on non-receipt of such petition from the other convicts, Superintendent shall send the names, addresses, copy of the record of the case and all other details of the case to the State Government for consideration along with the said mercy petition.

(4) Death convicts shall be entitled, as a right, to receive a copy of the rejection of the mercy petition by the President and the Governor.

903. Where no mercy petition is submitted to Government.- If the convict does not elect to submit such petition within the period laid down in the last preceding rule, the Superintendent shall intimate the fact to Government and the execution shall take place on the date already fixed by the Court of Session.

904. Where convict petitions to Government.- If the convict submits such petition within the period prescribed by rule 902, the Superintendent of the Prison shall forthwith dispatch it to the Commissioner and Secretary to Government, Home Department together with a covering, letter reporting the date fixed for the execution and shall certify that the execution, has been stayed, pending receipt of the orders of the Government on the petition. Both the letter and the cover of the letter shall bear in red ink the words "Petition for Mercy" and shall be marked "Urgent."

905. Reminder for orders.- If no reply is received within fifteen days from the date of the despatch of the petition from the Prison, the Superintendent of the Prison shall send electronic mail to the Commissioner and Secretary to Government, Home Department drawing attention to the fact, but he shall in no case carry out the execution before the receipt of the Government's formal orders by post.

906. Submission of late petitions.- If the convict submits a petition after the expiry of the period prescribed in rule 902, the Superintendent of the Prison shall at once forward it to the State Government and at the same time electronic mail the substance of it, requesting orders whether the execution should be postponed and stating that, pending a reply the sentence will not be carried out. If such petition is, however, received by the Superintendent later than noon on the day preceding that fixed for the execution, he shall at once forward it to the State Government and at the same time e.mail the substance of it, giving the date of execution and stating that the sentence will be carried out, unless orders to the contrary are received.

907. Fresh date if necessary to be fixed.- Immediately on receipt by the Superintendent of an intimation to the effect that the petition for mercy received under rule 902 has been forwarded to the President of India, Superintendent shall if necessary, fix a fresh date for the execution of the sentence, which, shall, however, not be less than fourteen days after the receipt of the orders of the Government, but shall in no case be earlier than the date already fixed.

908. Interval before execution.- The Superintendent shall in every case allow seven full working days excluding public holiday to elapse between receipt of the orders of the President of India and the execution. The death sentenced prisoner shall be informed immediately after the receipt of the orders of the President of India, when he is to be executed.

909. Taking photograph of death sentenced prisoners.- The Superintendent shall arrange for taking photograph of death sentenced prisoners about to be executed in cases where the death sentenced prisoner expresses a desire that his photograph should be taken and the relatives of the death sentenced prisoner do not meet the cost.

910. Exceptional circumstances may be reported.- In the event of its coming to the knowledge of the Superintendent at any time before the execution of the sentence that altogether exceptional circumstances have arisen which plainly demand a reconsideration of the sentence, he is at liberty notwithstanding, to anything in the foregoing rule report the circumstances by electronic mail to the Government and ask for their orders and to defer execution till they are received.

911. Confirmation of e-mail to be awaited.- The Superintendent shall at once repeat back to the commissioner and Secretary to Government, Home Department all electronic mails communicating orders to him regarding petitions for mercy by way of acknowledgement of their receipt. He shall act only upon formal orders of Government received by post.

912. Execution to be stayed if prisoner found mentally ill.- (1) If a prisoner under sentence of death, such sentence having been either passed by the High Court or confirmed by it, is suspected to be mentally ill, the Superintendent shall keep him under observation of the Chief Medical Officer in the cell in special yard and submit a report to the Government on his mental condition together with a nominal roll in Form No. 46.

(2) If the prisoner is certified to be not mentally ill by the Chief Medical Officer of the prison after observation the Superintendent shall submit a report without delay to the Government for orders.

(3) If the prisoner is found to be mentally ill after observation, the Superintendent shall as soon as the certificate under Mental Health Care Act, 2017 (Central Act 10 of 2017) has been signed by the Chief Medical Officer, submit it together with a medical history sheet to the Government for orders. The execution of the prisoners shall in all cases be stayed pending orders of Government.

Explanation (i): The Chief Medical Officer may avail the services of a specialist in this regard.

Explanation (ii): The physical examination including serological tests and the observation of the convict shall be done without the convicts' knowledge.

Explanation (iii): The Superintendent shall also collect any information sought by the Chief Medical Officer and the specialist about the convict through the Police or Probation Officer and place it at his disposal.

(4) Where State Government's orders for appointment of Special Medical Board for examining the mental condition of a convict under sentence of death under any relevant State rules, the Superintendent shall obtain the history of such convict from institutions or individuals with whom he has had contacts. The psychiatrist under whose observation the convict is kept pending examination by the Special Medical Board, shall furnish the Superintendent with a questionnaire for collecting the information. Factual material concerning the mental condition of the convict shall be obtained either from records or from eye-witnesses including the Officer who arrested him. For the purpose of an estimation of the convict's state of mind just prior to, at the time of and soon after the commission of the offence, reports shall be obtained from eye-witnesses including relatives of the convict.

Note:- Evidence regarding the behavior of the prisoner at the time of the trial and especially during examination in Court will be available from the proceedings of the Court including the evidence and the summing up and judgment. Reports on the convict shall be obtained from individuals who have been in contact with him during his remand and subsequent detention in the prison. While collecting this information, utmost care shall be taken to see that the object within which it is collected is not divulged. It should also be remembered that the relatives of the convict are likely to be especially interested and the information supplied by them shall be used with the greatest care.

(5) As soon as the Medical Specialist or Civil Surgeon is ready with his report, he shall request the Director of Health Services to fix a date for the meeting of the Special Medical Board.

(6) The Medical Specialist or Civil Surgeon shall place all the records before the Medical Board. The Chairperson of the Board shall forward the proceedings of the Medical Board together with their own opinion to the Secretary, Home Department, through the Director General of Prisons and Correctional Services and the Director of Medical and Rural Health Services.

913. Where female prisoner found pregnant.- If a female prisoner sentenced to death be found to be pregnant, the fact shall be certified to by the Chief Medical Officer and shall be noted by the Superintendent on the Warrant, which shall (after a copy has been taken) be returned to the Sessions Judge for the orders of the High Court under section 456 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (*Central Act 45 of 2023*).

914. When pregnancy is alleged.- If a female prisoner sentenced to death declares herself to be pregnant, and the Chief Medical Officer is unable to certify to the truth or otherwise of the statement, he shall record the fact in writing, and also record the interval of time necessary to enable him to satisfy himself on the point. The Superintendent shall immediately report the case to the Government through the Director General of Prisons and Correctional Services for postponing the date of the execution. If the Chief Medical Officer confirms the fact of pregnancy, the provisions of the rule 913 shall be applied. The statement shall be attached to the warrant and forwarded to the Sessions Judge, a copy being kept for record.

915. Orders of Government to be taken.- When the execution of a female prisoners has been suspended under either of the two last preceding rules, it shall not afterwards be carried out without the orders of Government, for which the Superintendent shall apply through the Director General of Prisons and Correctional Services.

916. Place of execution.- All executions shall take place at the prison to which the warrant is directed, unless expressly ordered otherwise. They shall usually be carried out in a special enclosure attached to or within the walls of the prison.

917. Hour of execution, presence of Officers and spectators.- (1) Every execution shall take place on a day which is not a public holiday and as soon as after day break as possible. The Superintendent, Additional Superintendent, Jailer and the Chief Medical Officer as well as an Executive Magistrate or at the Central Prison, Chennai at Puzhal, the Deputy Commissioner of Police, shall be present at all executions. If the prisoner so desires, the preacher of his faith may be allowed at the discretion of the Superintendent to be present at the place and time of execution subject to the requirements of security and prison discipline.

(2) Relatives of the prisoner or other prisoners shall not be allowed to witness the execution. The Superintendent may permit persons who are conducting research work such as social scientists, Psychologists and Psychiatrists, to be present at the time of execution. The Superintendent's discretion shall prevail in all matters relating to grant of permission to witness execution. As a matter of general policy, other persons shall not be permitted to be present.

(3) prisoners of all categories shall be kept locked up until the execution is over.

918. Preparation of mechanical appliances.- (1) A manilla rope, 25 millimeters in diameter (obtainable from the Central Prison-1, Chennai at Puzhal) shall be used for execution purposes and at least three such ropes, in serviceable condition, shall be maintained in every prison where executions are liable to take place.

(2) The gallows shall at all times be ready for use and shall be carefully examined on the last working day before an execution, to ensure that everything is in proper working order. It shall be ascertained that the pit is sufficiently deep to be well clear of the convict's feet after the drop has fallen.

(3) The rope to be used shall be tested a week before the date fixed for an execution and (with the other requisites such as pinioning straps) shall be then securely locked away in a place of safety till required.

(4) The rope shall be tested by fixing one end to the crosstree of the gallows and the other end to a weight one and a half times the weight of the prisoner to be executed. This weight shall then be dropped from the crosstree and the height of the drop shall be equal to that proposed to be given to the prisoner.

(5) Every detail in connection with an execution shall receive the personal attention of the Superintendent, Jailer and Chief Medical Officer.

919. Scale of drop.- The following scale of drop shall be adopted, namely:

For a prisoner weighing under 44.450 kilograms-1.98 meters.

For a prisoner weighing under 57.150 kilograms-1.83 meters.

For a prisoner weighing under 69.850 kilograms-1.68 meters.

For a prisoner weighing 69.850 kilograms and over-1.52 meters:

Provided that the Chief Medical Officer's opinion shall be sought whether any change is necessary. If owing to any physical peculiarity of the prisoner, the Chief Medical Officer is of opinion that the drop shall be increased or decreased, effect shall be given to the Chief Medical Officer's opinion.

920. Security of prisoner.- (1) The prisoner's sentenced to death wrists shall be handcuffed behind his back before he leaves his cell, from which he shall be conducted to the scaffold under a guard of not less than four warders in charge of a responsible Officer.

(2) A cotton black cap with flap shall be put in the prisoner's face just before he enters the gallows-enclosure. The prisoner shall not be allowed to see the gallows.

921. Provision of armed guard.- A guard of warders, not less than ten strong, armed with muskets and with ball cartridges in their pouches shall be mustered in front of the gallows to repulse any attempt at rescue. If the Prison establishment is small, the Superintendent of Police of the district may be asked to furnish this guard.

922. Reading of warrant and identification.- Before the prisoner's sentenced to death leaves the cell the Superintendent shall read the warrant aloud in English, and it shall be translated into the language known to the prisoner by the Jailer or other Prison Officer. The Superintendent and Jailer shall identify the prisoner by a reference to the Prison registers as the individual named in the warrant.

923. Duties of executioner.- (1) The duty of the executioner shall be.-

(a) to place the prisoner exactly under the part of the beam to which the rope is attached;

(b) to see that arms are then pinioned behind his back and his ankles are strapped together;

(c) to put the rope round the neck quite tightly, the knot or metal eye being just in front of and below the angle of the jaw, so as to run up behind the ear when the prisoner falls and receives the jerk. Care must be taken to adjust the rope so that the part to which the metal eye belongs shall pass in front of the throat. The nose shall be kept tight, having adjusted by means of a stiff leather washer on the rope. The flap of the cap shall hang in front free from the rope.

(2) The Superintendent shall see that the rope round the neck by the prisoner is adjusted properly and the knot placed in the proper position.

(3) These operations shall be done simultaneously and as quickly as possible. On completion of all these operations, the Superintendent shall give a signal on seeing which the executioner in charge shall push the lever to let down the trap door.

924. Examination of body.- The body shall hang for half an hour and shall then be examined by the Chief Medical Officer. It shall not be taken down till the Chief Medical Officer declares life to be extinct.

925. Disposal of body.- (1) The body of an executed prisoner may be made over to the relatives or friends of the deceased if claimed by them, unless there are special reasons to the contrary in any particular case.

(2) If no relatives or friends of the executed prisoner claim the dead body, the body of the executed prisoner shall be disposed of in the municipal burial ground according to the religious requirements of the concerned executed prisoner.

(3) Post-mortem reports. - After the execution of death penalty, post-mortem shall be performed to ascertain the exact cause of death.

926. Certificate of execution. - When the sentence has been executed, the Superintendent shall return the warrant to the Court from which it issued with an endorsement in the following form over his signature certifying the manner in which the sentence has been carried out, namely:-

"I hereby certify that the sentence of death passed on..... by the Court of Sessions and confirmed by the High Court has been duly executed and that the said..... was accordingly hanged by the neck until he was dead at..... on the

I further certify that the body of the said..... remained hanging for half an hour, and that the Chief Medical Officer in attendance certified to the complete extinction of life prior to its removal and that it was afterwards interned in the burial ground or made over to relatives or friends, as the case may be or sent to Medical College for anatomical purposes and that no accident, error, or other misadventure accrued during the execution”

Explanation: - Disposal of corpses shall be made as laid down in rule 768.

927. Money rewards.- Money rewards shall be made for the services of executive staff assisting at execution of prisoner and shall be paid at the rates fixed by the Government for the execution.

928. Execution to be reported.- (1) The Superintendent shall immediately after the execution of the prisoner's sentenced to death, report to the Commissioner and Secretary to Government, Home Department by electronic mail, the date and fact of execution of the prisoner with the number and name of the prisoner and also the number of the judgment of the Sessions Court.

(2) The Superintendent shall also send to the Government and to the Director General of Prisons and Correctional Services post copies of the electronic mail with the nominal roll in Form No. 46, of the prisoner.

CHAPTER – XLIII

WOMEN PRISONERS

929. Female prisoners shall be handled by women staff. - All matters pertaining to female prisoners shall be handled by women staff members.

930. Confinement of female prisoners.- (1) Female prisoners sentenced to imprisonment for more than one month or sentenced to death shall be confined in Special Prison for Women at Vellore, Puzhal, Tiruchirappalli, Madurai and Coimbatore. Female remand and under-trial prisoners and those sentenced to imprisonment for one month and below by the Courts at Vellore, Chennai, Tiruchirappalli, Madurai and Coimbatore shall also be confined in these Prisons.

(2) In other places, female remand and under-trial prisoners and those sentenced to one month and below shall be confined in the Women Special Sub-Jails/Subordinate Jails, as the case may be.

(3) Prisoners requiring mental health care.- Female prisoners needing treatment for mental diseases shall not be admitted in prison. They shall be kept in separate enclosures for female patients at the mental health hospital, or in other mental health facilities, under the supervision of a lady Medical Officer.

(4) Women prisoners on admission to prison shall be medically examined and, if the examining lady Medical Officer deems it necessary, kept separately in the female prison on medical grounds for the period prescribed by the Chief Medical Officer.

(5) After admission to prison, all women prisoners shall be required to wash themselves and their clothing thoroughly as soon as possible. Their personal clothing shall be disinfected before being stored.

(6) Every woman prisoner shall be examined by a lady Medical Officer. Such examinations shall also be conducted on readmission after bail and leave. In case a woman Jailer/ Woman Deputy Jailer / Women Assistant Jailer/female warder suspects a prisoner to be pregnant, the woman prisoner shall be sent to the District Government Hospital for detailed examination and report.

931. Classification and segregation of female prisoners.- (1) Women prisoners shall be classified and kept separately as under:-

(i) Under-trial or remand prisoners shall be kept completely separated from convicted prisoners, even when their number is small.

(ii) Habitual offenders shall be separated from casual prisoners.

(iii) Habitual offenders, sexual offenders must also be confined separately.

(iv) Under no circumstance should female young offenders be confined with adult women prisoners. Given their young and impressionable nature, female young offenders should be kept in separate enclosures and should be given treatment and training suited to their special needs for rehabilitation.

(v) Civil prisoners and detenues, including those under preventive provisions should be kept separately from convicts and under-trial prisoners, and from other prisoners, as far as possible.

(vi) Political prisoners and those courting arrest due to their participation in non-violent, socio-political/economic agitations for declared public causes should not be confined in prisons along with other prisoners. Separate Prison camps with adequate facilities should be provided for such non-violent agitators.

Notes: (i) No criminal or non-criminal mentally ill prisoner shall be kept in the prison. Those currently there shall be immediately transferred to appropriate mental health institutions.

(ii) No classification of prisoners shall be allowed on grounds of socio-economic status, caste or class.

(2) Maintenance of Register. – (a) A register which may be in electronic form, shall be maintained in every place of imprisonment with numbered pages, where the following details of women prisoners shall be entered:-

(i) Information concerning their identity.

(ii) The reasons for their imprisonment and the authority ordering such imprisonment with full details of such order.

(iii) The day and hour of their admission and release.

(iv) Details of children of the prisoner, if any, including names, ages, location and custody status:

(b) Details of the children of women prisoners, including names, ages, location and custody status, shall also be recorded in the register. Such information regarding the identity of the children shall be kept strictly confidential and may be shared only with the mother's express permission.

Note: No person shall be received in an institution without a valid commitment order.

932. Photography and Fingerprints.- Photographs, foot-prints, finger-prints and measurements of women prisoners shall be done in the presence and with the assistance of Women Prison Officers or women warders.

933. Exclusion of Males.- (1) No adult male shall enter or be permitted to enter the female ward of any prison by day unless he has a legitimate duty to attend to there, and is accompanied by the Women Prison Officers or a female warder while he remains therein and no adult male shall enter it at all by night except in an emergency and he shall then enter a distinct report of his visit with the reason and hour thereof, in his Report Book in Form No.4. When the subordinate concerned does not himself maintain a report book, he shall make an early report of the circumstances to the Woman Superintendent or Woman Jailer as the case may be, with the view to its being recorded in their respective report books.

(2) Male warders acting as escorts to visitors and officials shall remain outside the female prison.

(3) Training of staff for gender-sensitivity.- All staff assigned to work with women prisoners shall receive training relating to the gender-specific needs and human rights of women including on sexual misconduct and discrimination. Such staff shall also be sensitized regarding situations and instances where a woman inmate may feel particularly distressed, so as to be sensitive to their situation and ensure that the women are provided appropriate support.

(4) Where children are allowed to stay with their mothers in prison, awareness-raising on child development and basic training on the health care of children shall also be provided to prison staff, in order for them to respond appropriately in times of need and emergencies.

934. Precautionary measures during emergency.- In times of serious emergencies, and for the performance of legitimate duties for which women staff members are not available, such men staff members may be allowed to enter the areas where female prisoners are kept as shall be specifically permitted by the Superintendent or Additional Superintendent or Jailer. As soon as the emergency is brought under control or the work is over, all men staff member shall be withdrawn. All such events shall be in variably recorded in the Jailer's report book by the Jailer and in the journal by the Superintendent.

935. Inspection.- (1) Daily visits shall be made by women Prison Officers and staff in all women barracks and enclosures, and particular attention shall be paid to health and hygiene-related problems of women prisoners.

(2) Night inspection rounds shall be made by women Officers and warders. Reports of such night inspections shall be recorded in the report book immediately on completion of such Inspection.

936. Locks of female enclosure.- The locks of the enclosure and compartments where female prisoners are confined shall be different from those in use in other parts of the Prison, so that the keys of the latter may not open the former. Suitable measures shall be taken including the provision of alarm bells to ensure minimum delay in opening barracks in case of an emergency.

937. Treatment of hair.- The hair of a female prisoner shall not be cut without her consent, except on account of vermin or dirt or when the Lady Medical Officer deems it requisite on the ground of health and cleanliness. The hair of such prisoner shall not be cut closer than necessary for the purpose of health and cleanliness. They shall each be provided with 7 grams of gingerly or coconut oil daily for dressing the hair and one cake of toilet soap per month for bathing. They shall also be supplied with a comb each and be allowed the use of a looking glass, one in each cell and one or two in each ward, being provided therefore.

938. Facilities.- Female prisoners shall be allowed to wear plastic bangles and mangalasutra (Tali) as per local customs. If necessary, female prisoners shall be supplied four plastic bangles each at Government cost if she is so willing to wear them. Kum-Kum or vermilion shall also be supplied in accordance with local customs at Government cost. Other articles shall be removed and kept along with their personal properties if any. The properties left over with the prisoner of this class shall be recorded in the convict register and verified at the time of their release from Prison.

939. Handcuffing.- Female prisoners shall be liable to be handcuffed as a means of restraint under the same conditions, as male prisoners.

940. Medical aid to female prisoners. - (1) As far as possible, female prisoners shall be examined by a Lady Medical Officer on admission and afterwards. If no such facilities exist, or in times of emergencies, there shall be no objection for the men Medical Officers to attend on the female prisoners and the other cases shall always be referred to the Government Headquarters Hospital.

(2) Every female prisoner shall be examined by the Lady Medical Officer or the Assistant Surgeon once a month. The observations of the Lady Medical Officer shall be recorded in the Medical Sheet.

(3) If the Lady Medical Officer has reason to believe that any female prisoner is pregnant, the Lady Medical Officer shall report the matter to the Superintendent who shall immediately forward a report to the Director General of Prisons and Correctional Services with the nominal roll in Form No.46 and the medical case sheet of the female prisoner.

(4) When a female prisoner admitted in Prison is certified by the Lady Medical Officer to be pregnant, the fact shall be reported to the Director General of Prisons and Correctional Services with particulars on the date of admission, term of sentence and duration of pregnancy. The probable date of delivery and the date of release shall also be reported to the Director General of Prisons and Correctional Services.

(5) Pregnancy.- When a woman prisoner is found, or suspected, to be pregnant at the time of admission or later, the lady Medical Officer shall report the fact to the Superintendent. Arrangements shall be made at the earliest to get her medically examined at the female wing of the District Government Hospital for ascertaining the state of her health, pregnancy, duration of pregnancy and the probable date of delivery. After ascertaining all necessary particulars, a detailed report shall be sent to the Director General of Prisons and Correctional Services.

(6) Gynecological examination shall be conducted and pre-natal and post-natal care shall be taken according to requirements of each case.

(7) Adequate and timely food including supplemental nutrients, a healthy environment and opportunities for regular exercise shall be provided to pregnant women, babies, children and breast-feeding mothers.

(8) In addition to the details required to be recorded after health screening in accordance with Appendix-II, the health screening of women prisoners shall also include a comprehensive screening to determine primary health care needs, and to determine, -

(a) the presence of sexually transmitted diseases or blood-borne diseases; and, depending on risk factors, women prisoners may also be offered testing for HIV, with pre- and post-test counselling;

(b) mental health care needs, including post-traumatic stress disorder and risk of suicide and self-harm;

(c) the reproductive health history of the woman prisoner, including current or recent pregnancies, childbirth and any related reproductive health issues;

(d) the existence of drug dependency; and

(e) sexual abuse and other forms of violence that may have been suffered prior to admission.

(9) Female prisoners suffering from psychosomatic and psychological disorders, victims of sexual abuse and those having mental health issues, should get proper counseling and medical treatment.

(10) The right of women prisoners to medical confidentiality, including specifically the right not to share information and not to undergo screening in relation to their reproductive health history, shall be respected at all times.

(11) Women prisoners shall receive education and information about preventive healthcare measures, including on HIV, sexually transmitted diseases and other bloodborne diseases, as well as gender-specific health conditions.

(12) To ensure access to justice to all, timely legal aid services shall be provided to needy prisoners at State expenses as prescribed by the State Government. Prison administration should be assisted by the State and District Legal Services Authorities for this purpose through a panel of advocates earmarked for the jails/Courts.

941. Other assistance.- (1) Assistance of lady members of the District Legal Aid Committee shall be made available to women prisoners to help them with their procedural and legal problems.

(2) The practice of fortnightly or weekly 'women prisoners' councils shall be utilized as a modality for orientation of, and interaction with, prisoners and for training in participative custodial living.

(3) In the event existence of sexual abuse or other forms of violence before or during detention is discovered, the woman prisoner shall be informed of her right to seek recourse from judicial authorities. The woman prisoner should be fully informed of the procedures and steps involved. If the woman prisoner agrees to take legal action, appropriate staff shall be informed and the case immediately referred to the competent authority for investigation. Prison authorities shall help such women to access legal assistance.

(4) During the weekly parades, every woman prisoner shall have an opportunity of making requests/complaints to the Superintendent who in turn, shall promptly deal with such complaints/requests.

(5) A complaint box shall be fixed at a prominent place in the woman's enclosure which shall be opened in the presence of the Superintendent at least twice a week. Every complaint or request found in it shall be registered and properly dealt with and replied to without undue delay. The prison social welfare and legal aid counseling staff, or literate prisoners, shall be utilized to assist illiterate prisoners in recording their complaints. All such complaints shall be received and tackled in an understanding manner without the risk of retribution to the complainant. Women prisoners, who report abuse shall be provided immediate protection, support and counseling and their claims shall be investigated by competent and independent authorities, with full respect for the principle of confidentiality. Protection measures shall take into account specifically the risks of retaliation.

(6) Appropriate guidance and assistance should be given to women prisoners for filing complaints against sexual harassment with the authorities concerned.

(7) The Board of Visitors shall monitor the conditions of detention and treatment of women prisoners in particular.

(8) A welfare fund shall be established in the State.

(9) Proper forum shall be provided at the institutional and state levels for women prison staff to ventilate their grievances.

(10) All good work done by women prison staff shall be given proper publicity and should be highlighted through the media.

(11) Residential quarters shall be provided to all members of the women prison.

(12) Every member of the women staff shall be allowed a day off once a week.

942. Births in Prisons shall be registered. – (1) As far as possible (provided the prisoner has a suitable option) arrangements for temporary release (or suspension of sentence in the case of a casual offender) may be made to enable a prisoner to deliver child in a hospital outside the prison. Only when there is high security risk in the case of any particular woman prisoner, the facility to deliver child outside the prison shall be denied.

(2) Birth in prison shall be registered in the local birth registration office and particulars entered in the birth register as per law applicable to registration of births. As far as circumstances permit, all reasonable facilities for the naming rights of children born in prisons shall be extended.

943. Application of rules.- Except in so far as they are inconsistent with the rules in this chapter, all the rules in these rules shall apply to female prisoners.

944. Vocational Training projects.- The following features shall be kept in view while organizing vocational training projects for female prisoner namely (1) domestic and home sciences (2) Mother craft, (3) dye work, (4) sewing, (5) needle work, (6) embroidery, (7) knitting and tatting, (8) home decorating (9) toy making (10) artificial flower making, (11) tailoring and cutting, (12) bread making, (13) basketry, (14) spinning, (15) handloom weaving, (16) wool weaving, (17) soap hosiery, (18) cane and bamboo work, (19) paper craft, (20) pottery, (21) ceramics, (22) stationery articles, (23) wax making, (24) crayon and candles, (25) slate pencils, (26) chalk sticks, (27) fiber work, (28) painting and drawing, (29) local handicrafts and cottage industries, (30) bee-keeping, (31) flower gardening, (32) kitchen gardening, (33) poultry and (34) preservation of fruits and vegetables.

945. Female prisoners shall be employed on extra-mural work.- Female prisoners shall, as far as possible, be employed on such work according to their wish and as will be useful to them after release.

946. Recreational activities.- The following shall be kept in view while organizing recreational activities for female prisoners, namely:-

Indoor games like draughts and carrom, outdoor games according to local customs, group music, community and folk dances, dramatics, films, arts and crafts.

947. Menial duties.- The menial duties connected with female yard shall be carried out by female prisoners and all refuse shall be placed at stated hours outside the yard to be removed by male convicts.

948. Educational programme.- The Superintendent shall as far as possible organize the following educational programmes for females prisoners, namely:-

- (a) Literacy projects.
- (b) Education in domestic and home science.
- (c) Health education, pre-natal and post-natal care, family planning.
- (d) Social education.

949. Release of female prisoners.- Before a woman prisoner is released, sufficient advance notice shall be given to her relatives or friends to be present at the Prison and receive her. If no relative appears on the day of her release, she shall be sent to her home under the charge of female escort. The Woman Jailer shall record in her report book about arrangements made for the safe release and escort of woman prisoner to her home.

950. Provision of conveyances.- Female prisoner who are released from prison shall be provided with conveyances where the distances to be traversed by them exceeds 1.6 kilometers. Conveyances may also be provided for shorter distances in cases in which, for reasons of health, or custom, or other valid reasons, failure to make such provision would cause undue hardship to them.

951. Prisoner's children.-(1) Female prisoners shall be allowed to keep their children with them in jail until they attain the age of six years, if the child cannot be placed with relations or otherwise properly provided for. Children born in Prison may remain with their mothers until they attain the age of six years, if they cannot be otherwise suitably placed. The Lady Medical Officer shall determine the age of children not born in prison. Female prisoners who are admitted in prisons with their children are to be separated from other female prisoners relating to all types of crimes including violent crimes.

(2) No female prisoner shall be allowed to keep a child who has completed the age of six years. Upon reaching the age of six years, the child shall be handed over to a suitable surrogate as per the wishes of the female prisoner or shall be sent to a suitable institution run by the Social Welfare Department, with the help of the District Magistrate concerned. As far as possible, the child shall not be transferred to an institution outside the town or city where the prison is located in order to minimize undue hardships on both mother and child due to physical distance. Such children under protective custody shall be allowed to meet their mother once a week and the Director, Social Welfare and Women Empowerment Department shall ensure that such children are brought to the Prison for this purpose on the date fixed by the Superintendent. Such children shall be kept in protective custody until their mother is released or the child obtains such age as to earn his/her own livelihood.

(3) When a female prisoner dies and leaves behind a child, the Superintendent shall inform the District Magistrate concerned and he shall arrange for the proper care of the child. Should the concerned relative(s) be unwilling to support the child, the District Magistrate shall either place the child in an approved institution / home run by the Social Welfare and Women Empowerment Department or hand the child over to a responsible person for care and maintenance.

(4) The nursing female prisoners be supplied with half a liter milk and the children, who are less than one year accompanying the female prisoners be issued baby food like Glaxo or Amul based on the recommendation of the Medical Officer.

(5) Children in Prison shall be provided with such diet and clothing as per advice of the Chief Medical Officer keeping in view the calorific of growing children, as per the medical norms and local climatic requirement respectively.

(i) The following diet scale shall be provided to the children of the women prisoners:-

Sl.No.	Name of the Diet	Below 12 months	Between 1 and 3 years	Between 4 and 6 years
1	Undiluted Milk	500 ml (unless breast fed in which case 200 ml)		
2	Cereals and Millets	45 gms	60-120 gms	150-210 gms
3	Roots and Tubers	50 gms	50 gms	100 gms

Sl.No.	Name of the Diet	Below 12 months	Between 1 and 3 years	Between 4 and 6 years
4	Pulses	15 gms	30 gms	45 gms
5	Green Leafy Vegetables	25 gms	50 gms	50 gms
6	Other Vegetables	25 gms	50 gms	50 gms
7	Fruits	100 gms	100 gms	100 gms
8	Sugar	25 gms	25 gms	30 gms
9	Fats/Oils (Visible)	10 gms	20 gms	25 gms

(ii) One portion of pulse may be exchanged with one portion (50 gms) of egg/Chicken/meat/fish. It is essential that the above food groups to be provided in the portions mentioned in order to ensure that both macronutrients and micronutrients are available to the child in adequate quantities.

(iii) Separate utensils of suitable size and materials should be provided to each mother prisoner for using to feed her child / children.

(iv) The food for the children shall be cooked in a separate kitchen.

(v) Clean drinking water must be provided to the children and this water must be periodically checked.

(6) Children in prison shall be regularly examined by the Lady Medical Officer to monitor their physical growth and shall also receive timely vaccination. Vaccination charts regarding each child shall be kept in the records.

(7) Sleeping facilities that are provided to mother and child shall be adequate, clean and hygienic.

(8) Children in Prisons shall have the right of visitation.

(9) The Superintendent shall admit the children of female prisoners into the Prison without Court orders in special cases and where circumstances warrant provided such children are below six years of age.

(10) Children in prison shall be provided with adequate clothing suiting the local climatic requirements. For this, the Government shall lay down appropriate scales. Articles, like diapers and others as required, should be provided to women prisoners, who are caring for their infant children.

(11) Special arrangements for warming food/milk shall be made for women with children.

(12) Every women prison should maintain a repair unit where prisoner's clothing can be repaired.

(13) All parts of the institution, regularly used by prisoners, shall be properly maintained and kept scrupulously clean at all times.

952. Welfare of the children of the female prisoners in Prison.- (1) There shall be a crèche and a nursery attached to the Special Prison for Women, Vellore, Puzhal, Tiruchirappalli, Madurai and Coimbatore where the Children of the female prisoners shall be looked after. Children within the age of three shall be allowed in the crèche and those of above three years and up to six years shall be treated in the nursery. There shall be supporting staff such as Chief Ayah and Ayahs, the strength of which shall be regulated according to the requirement from time to time to take care of these children. The food for the children shall be cooked in a separate kitchen.

(2) The children of women prisoners living in the prison shall be given proper education and recreational opportunities. There shall be a well-equipped creche and a nursery School attached to a Prison for women where the children of women prisoners shall be looked after while the mothers work in Prison. Children below three years of age shall be allowed in the creche and those between three and six years shall be looked after in the nursery School. These facilities may also be extended to the children of warders and other female prison staff.

(3) The creche and nursery School shall be run by the Prison administration preferably outside the Prison with the assistance of NGOs or State welfare services. In the event the Prison administration considers it difficult to run a creche, arrangements should be made to send the children to a privately run creche under proper security. The transportation charges involved in the process and creche fee shall be borne by the Prison administration.

953. Articles to the children of the female prisoners.- Children in the crèche and nursery shall be provided with the articles specified in column (1) of the Table below at the scale specified in Column (2) against each:-

THE TABLE

Name of the articles	Scale of supply per child
(1)	(2)
Gas for hot water	10 grams per day.
Coconut oil for combing hair	5 grams per day
Gingerly oil for head bath	5 grams per fortnight
Soap nut powder for head bath	10 grams per fortnight
Toilet soap	Half a cake per month
Toilet powder (Baby Powder)	100 gms per month
Towel	2 per year
Comb	2 per year

CHAPTER – XLIV

YOUNG OFFENDERS

954. The guiding principles to reform young offenders are as follows.- (1) A young offender shall be reformed as useful citizens to have better prospects for being re-educated to a socially useful way of life. A scientific and progressive approach shall be adopted for the purpose.

(2) As far as possible young offenders shall not be kept in blocks meant for adult and habitual offenders.

(3) Institutions for young offenders shall be so classified that diverse training programmes, designed to suit each homogeneous group, can be conveniently organized.

(4) Training and treatment.- Special emphasis shall be given on a studied evaluation of individual offender's personality and careful planning of training and treatment programmes, to suit the needs of each inmate. Training and treatment shall include education, work and vocational training, recreational and cultural activities, discipline, case-work approach, group work activities, group guidance, individual guidance, counseling, character building, periodical review, release planning, prerelease preparation, after-care on a comprehensive basis, and follow-up study. The personal influence of the members of the prison staff will have considerable bearing on the reformation of young offenders.

(5) In case it becomes necessary to keep young offenders in a Sub-Jail during investigation and trial, it shall be ensured that they do not come in contact with adult criminals there.

(6) Reception centers/Reception units.- While admitting the young offenders in the prison, there shall be separate blocks for young offenders, to be called Reception Centers. There shall be separate reception centers for young female offenders.

(7) Young offenders sentenced shall be collected at the reception centers/reception units.

(8) Programmes in the reception center/reception unit shall consist of;

(a) Admission, quarantine and orientation.

(b) Study and evaluation of individual offender's personality.

Note- Inmates admitted in the reception centers should be studied by a team consisting of Correctional Administrators, Sociologists, Psychologists and Social-Case Workers. Whenever necessary, the inmate may be referred to a psychiatrist.

(c) Initial classification.

(9) After initial classification is over, the inmate shall be transferred to a suitable block. The Officer in charge of the reception center/reception unit will only indicate the lines of training and treatment. The discretion as to how to implement the suggestions given by the reception center, and also to make necessary modifications therein, rests with the Superintendent in charge of the prison where the inmate has been lodged.

(10) Annexes for young offenders.- Each Central/District Prison should have an annexe for young offenders as reception centers and each prison shall have a separate block for young offenders so as to keep them away from adult prisoners.

(11) Reception Centre will be run by the prison administration and all the facilities provided in this chapter to be provided to young offenders.

(12) The following treatment should be given to young offenders at Reception Centres:-

- (i) Initial admission.
- (ii) A system of proper custody and positive, constructive and firm discipline.
- (iii) Care and welfare of inmates.
- (iv) Basic segregation according to requirements.
- (v) Attending to immediate and urgent needs and problems of inmates.
- (vi) Orientation to institutional life.
- (vii) Study of the individual offender—History taking, case recording, tests and observation.
- (viii) Scientific classification.
- (ix) Attending to long-term needs of inmates like education and vocational training.
- (x) Reprocessing of the inmate from admission till release; social implantation of proper habits, attitudes and approaches; preparation for social living; and psychotherapy where necessary.
- (xi) Guidance, counselling and support.
- (xii) Release planning.
- (xiii) After-care.

(13) Education.- (1) Appropriate educational programmes shall be designed for young offenders, if required in assistance from the Non-Government Organisations, so that the young offenders of various age groups and intelligence levels can derive benefits.

(2) Educational needs of young offenders shall be adequately met. To this end; Prison authorities may collaborate with 'Open Schools' for developing educational programmes for young offenders. Special emphasis shall be laid on the following aspects in education of young offenders: -

- (a) Physical and health education.
- (b) Social and moral education.
- (c) Literary education.
- (d) Vocational education.
- (e) Arts and handicrafts education.

(14) Necessary facilities for the overall educational development of young person should be provided in prisons. The educational programmes shall be so designed that young offenders of various age groups and intelligence levels can derive benefit from them. For illiterate and educationally backward young offenders special educational classes shall be organized.

(15) Necessary opportunities for the self-education of young offenders shall be provided in the institutions. Those who have the requisite capacity and desire to appear at examinations conducted by the State Education Department or by a university or by any other recognized institution should be permitted to do so.

(16) Work and employment.- Young offenders shall be taught such crafts, skills and vocations, as would be useful to them after release.

(17) Young offenders may be employed, by rotation, as assistants in running the institution's essential services, like sanitation and hygiene, kitchen and canteen, laundry and plumbing services. Such engagements should aim at imparting vocational training to the inmates in these areas of work.

(18) Vocational training.- Special emphasis shall be laid on the vocational training of young offenders in trades suitable for their rehabilitation in the society.

(19) Cultural activities.- Special emphasis shall be given on the cultural development of young offenders. Programmes of recreational nature and cultural activities should be so planned as to suit the needs of various groups of young offenders. The following activities can be selected for organizing recreational and cultural programmes:-

Indoor games, outdoor games, gymnastics, athletics, films, music, community and folk dances, dramatics arts and crafts, reading, writing, debating, quiz programmes, sports-meet, participation in local tournaments and matches, excursions and camps, scouting, philately and gardening.

(20) Diet.- Adolescence being the age of growth and development, proper attention shall be given to provide balanced diet to such prisoners.

(21) Discipline.- Special emphasis shall be given on the discipline of young offenders. As far as possible, minor offences shall be dealt with by withdrawal of concessions. When this approach fails, recourse shall be taken to other forms of punishment.

(22) Pre-release and release.- Provisions of Chapter XIX (Remission System) shall be applied for pre-release preparations and release of young offenders.

(23) At least a fortnight before a young offender is due for release, a letter shall be sent to his relatives/ friends intimating the date of his release and asking them to be present at the Prison to receive him after release. As far as possible, young offenders shall be handed over after their release to their relatives, friends or a recognized After-care Agency. If the Superintendent of Prison thinks it necessary, the released young offender may be sent to his home or after-care agency under the care of a prison guard.

(24) After care and rehabilitation.- After-care facilities shall be extended as per provisions given in Appendix-I. Special attention shall be given to all aspects of aftercare of young offenders.

(25) Programme and daily routine.- Programme and daily routine shall consist of the following:-

(a) *Early morning preparation for opening:*

Unlocking according to conditions of visibility.

Counting and searching.

Leaving the barrack or cell. Toilet.

Prayers and meditation in group.

P.T., drill, individual and group exercises,

Light Yogasanas, etc.

(b) *Morning:*

Light meal.

Educational classes.

Vocational training.

Bath.

Meal and rest.

(c) *Afternoon Work:*

Toilet.

Outdoor games or gymnastics.

(d) *Evening:*

Wash.

Evening meal.

Social education.

Newspapers, books, radio, T.V.

Group music, dramatics, educational films and other cultural activities according to weekly programme for each group.

Group prayers.

Preparation for lock-up.

Searching and counting.

Lock-up.

Note- Agricultural work should preferably be done in the morning. Inmates engaged in agricultural work should attend the educational and vocational training classes in the afternoon. Details of work and education schedules should be fixed by each institution in accordance with available facilities.

Programme on Sundays and prison holidays: -

(a) *Morning:*

Toilet.

Prayers in group.

Morning light meal.

General cleaning of barracks, cells, open spaces etc. Cleaning of equipment.

Washing clothes.

Bath.

Inspection of equipment.

Meal and rest.

(b) *Afternoon:*

Education films, Group Music, Folk dances, Dramatics. Newspapers, books, radio and Television, Toilet, Games.

(c) *Evening:*

Wash.

Evening meal

Preparation for lock-up

Searching and counting.

Lock-up.

Note- Subject to the approval of the Head of the Prisons Department the Principal/Superintendent is authorized to make necessary changes in the daily routine/programme to suit the needs of the institution.

(26) Non-institutional approach shall be the main thrust of the programmes for the treatment of young offenders so that they are saved from unhealthy experience of incarceration. Where incarceration is imperative, young offenders shall be exposed for reasonable lengths of time to programmes of re-education, vocational training, social adjustment and positive discipline through a diversified system of young offenders' institution.

CHAPTER - XLV

PRISONERS WITH MENTAL ILLNESS

The rules made by the Government under the Mental Health Act, 2017 (Central Act 10 of 2017), together with supplementary instructions issued by the Government, from time to time, for the guidance of Officers administering the Act shall also be observed.

955. "Prisoner with mental illness" means a person with mental illness who is an under-trial, remand or convicted of an offence and detained in a Jail or Prison.

956. Transfer of prisoners with mental illness.—(1) An order under section 30 of the prisoners Act, 1900 (Central Act 3 of 1900) or under section 144 of the Air Force Act, 1950 (Central Act 45 of 1950) or under section 145 of the Army Act, 1950 (Central Act 46 of 1950), or under section 143 or section 144 of the Navy Act, 1957 (Central Act 62 of 1957), or under section 369 or section 374 of the *Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)*, directing the admission of a prisoner with mental illness into Institute of Mental Health, Kilpauk, Chennai or any suitable mental health establishment, shall be sufficient authority for the admission of such person in such establishment to which such person may be lawfully transferred for care and treatment therein:

Provided that transfer of a prisoner with mental illness to the psychiatric ward in the medical wing, of the Prison if available shall be sufficient.

Provided further that where there is no provision for a psychiatric ward in the medical wing, the prisoner may be transferred to Institute of Mental Health, Kilpauk, Chennai with prior permission of the Government.

(2) The method, modalities and procedure by which the transfer of a prisoner is to be effected shall be such as may be prescribed.

(3) The Chief Medical Officer of a prison shall send a quarterly report to the concerned Mental Health Review Board/Government through Superintendent of Prisons certifying therein that there are no prisoners with mental illness in the prison.

(4) The Mental Health Review Board shall visit the prison or jail and ask the Chief Medical Officer as to why the prisoner with mental illness, if any, has been kept in the prison and not transferred for treatment to a mental health establishment.

(5) The Director, Institute of Mental Health, Kilpauk, Chennai or Medical Officer in-charge of a mental health establishment wherein any prisoner is detained, shall once in every six months, make a special report regarding the mental and physical condition of such prisoner to the Government and the Director General of Prisons and correctional services.

(6) The Government shall setup mental health establishment in the medical wing of at least one Prison in the State and prisoners with mental illness may ordinarily be referred to and cared for in the said mental health establishment.

957. The Government shall make such general or special order as it thinks fit directing the removal of any prisoner with mental illness from the prison where he is for the time being detained, to Institute of Mental Health, Kilpauk, Chennai or any mental health establishment or other place of safe custody in the State or to any mental health establishment or other place of safe custody in any other State with the consent of the Government of that other State.

958. Transfer of a recovered prisoner with mental illness to the Central Prison.- The Superintendent, Institute of Mental Health, Chennai in anticipation of the orders of Government and on prior intimation to the Director General of Prisons and Correctional Services, transfer a recovered prisoner with mental illness to the Central Prison from where he is sent, to undergo the unexpired portion of his sentence. The Director General of Prisons and Correctional Services shall thereupon move the Government for their orders in respect of his re-transfer, retention and treatment in Prison which include premature release of such prisoner on medical grounds on the basis of the recommendation made by the Superintendent, Institute of Mental Health, Chennai.

959. Occupation to be provided.- A recovered prisoner with mental illness believed to have recovered shall, if possible, ordinarily be given some employment with or without wages and with such amount of liberty as the Superintendent may think safe in consultation with the Chief Medical Officer.

960. Special precautions in confining prisoner with mental illness.- (1) Whenever a person is suffering from or is under observation for, mental illness, he shall be confined in a cell and placed under the charge of guard both day night.

(2) The first-grade warder or patrolling Officer, for the time being, on duty, if within easy call, or if not, the warder or convict warder in actual charge, shall be provided with the key of the cell in which the recovered prisoner with mental illness under observation is confined.

(3) On the occurrence of any incident which may lead the sentry on duty to suspect that its person contemplates suicide, or when help is otherwise needed such Officer shall raise the alarm by blowing his whistle.

(4) On the arrival of assistance, or before, if the circumstances call for it, the cell door shall be opened and such measures taken as may appear to be necessary.

(5) The sentry on duty (in case there is more than one person in his charge) shall keep on the move, visiting each prisoner at short intervals, and shall not leave his beat till properly relieved. If necessary, from sunset to sunrise he shall carry a lighted lantern.

(6) As far as circumstances will allow, all prisoner with mental illness and those under observation for mental illness shall be kept in contiguous cells near the hospital and under the orders of the Chief Medical Officer, and shall be allowed only such clothing as, while sufficient in amount for purpose of health and decency, is least likely to be used for the commission of suicide.

Explanation.- Three men are sufficient to supply a continuous guard day and night. Each man should do two hours duty at a time, and not more than one man shall be absent at any time and then only with the permission of the first grade warder or other senior Officer on duty, in whose presence each change of sentry shall be made.

961. Precautions on transfers.- No prisoner with mental illness shall be transferred to the Institute of Mental Health, Chennai until the Chief Medical Officer of the Prison has examined him and has certified in Form No.55 that he is in a fit state of travel. Every precaution shall be taken by the Superintendent and Chief Medical Officer to ensure that the prisoner with mental illness is properly cared for whilst in transit to the Institute of Mental Health, Chennai.

962. Clothing on transfer.- The Chief Medical Officer shall see that the prisoner with mental illness is provided before he is despatched, with sufficient, clothing, special attention being paid to the covering of the chest and abdomen, and that, in the cold months of the year, the lunatic is also provided with a cumby.

963. Food.- The Superintendent shall see that sufficient food for the prisoner with mental illness' consumption during the journey is sent with him or that the escort is provided with sufficient funds to purchase food and with clear instructions as to what for purchase.

964. Procedure in case of illness.- The escort shall be distinctly instructed that if the prisoner with mental illness falls ill or refuses food enroute, he shall be taken to the nearest hospital for treatment.

965. Female to accompany female prisoner with mental illness.- Every female prisoner with mental illness, when sent to the Institute of Mental health, Chennai or mental health establishment shall be accompanied by female Police Constable, or relatives, in addition to the usual escort.

966. Property of prisoner with mental illness.- When a prisoner is sent to the Institute of Mental Health, Chennai or mental health establishment, all property in the prison belonging to him shall be sent with him and a receipt for the same obtained.

CHAPTER – XLVI

THE GENERAL DEPARTMENT

967. Maintenance of cash chest.- (1) Every prison shall be provided with a general cash chest, in which shall be kept all monies belonging to Government (except in certain cases money belonging to the manufactory) and all the documents of value other than those mentioned in rule 191.

(2) The Accountant or Office Manager/Office Superintendent shall keep the key of the chest and shall be responsible for the correctness of its contents. In the Special Prisons for Women, where the post of Accountant/ Office Manager/Office Superintendent is not available, the Women Jailer/Women Deputy Jailer shall perform this duty. No private monies shall be kept in the cash chest and all cash kept therein must be on his cashbook which he shall maintain himself.

968. Cash Book.- (1) A Main Cash Book in Tamil Nadu Treasury Code Form 5, a Permanent Advance Disbursement Register in Tamil Nadu Treasury Code Form 89 and an Undisbursed Pay Register in Tamil Nadu Treasury Code Form No.20, shall be maintained by the Accountant or Office Manager/Office Superintendent for the record of all cash transactions connected with the General Department of the Prison. Cash transactions relating to the manufactory Department, shall be dealt with as provided in rule 1029. The Cash Book, Permanent Advance Disbursement Register and Undisbursed Pay Register of the Special Prisons for Women shall be in the custody of the Woman Jailer/Woman Deputy Jailer and she shall be responsible for their proper maintenance.

(2) A subsidiary Cash Book in Form No.5 of the Tamil Nadu Treasury Code, Volume II shall be maintained in respect of Non-Governmental transactions like Cumulative Time Deposit, Recurring Deposit, Life Insurance, etc.

(3) Every receipt and disbursement of money shall be entered in the concerned Cash Book or other register on the date on which it occurs;

(4) The receipts and disbursement shall be balanced and submitted to the Superintendent daily. The provision contained in subsidiary rule 2 (a) of Treasury Rule 11 of Tamil Nadu Treasury Code, Volume-I shall be followed. The balances in the Cash Book, Permanent Advance Disbursement Register and Undisbursed Pay Register shall be abstracted daily, in the cash book (Tamil Nadu Treasury Code Form No.5) as shown below:-

Balance shown in Cash Book.

Balance shown in acquaintance rolls of register of Undisbursed pay etc.

Balance of the Permanent Advance shown in Contingent Register, Permanent Advance Disbursement Register

Total Book Balance

Cash Balance ascertained by counting (The book balance of cash shall be exhibited both in words and figures.)

(5) The balance shall be daily signed by the Accountant or Office Manager / Office Superintendent in token of its correctness, and before doing so, he shall satisfy himself by actual examination of the cash on hand that the balance and cash correspond, and that the items shown in the abstract are correct.

969. Check by Superintendent.- Once a week, or often, the Superintendent of Central Prisons including the Superintendent, Special Prison for Women shall examine the Cash Book, Permanent Advance Disbursement Register and Undisbursed Pay Register, check the entries in them by the vouchers, test the correctness of the balance by comparison with the actual cash in the cash chest and sign the book and registers in token that he has satisfied himself as to their accuracy. A similar procedure shall be followed when transfer of charge of the prison occurs and both relieved and relieving Officers shall then sign the Cash Book. The cash balance of the Accountant or Office Manager/Office Superintendent or Assistant (Store Keeper) shall be verified daily and the fact recorded in the Main Cash Book at the same time.

970. Entry of fully vouched contingent bills.- Each payment shall be entered in the receipt column of the Cash Book with details. The bill shall be quoted by its date and general character, as bill for telephone charges, ration articles and the like full details of payment shall be given in the payment column.

971. Entries regarding civil prisoners.- Receipts and disbursements on account of civil prisoner's diet shall be entered in a lump. The amounts received can be checked by reference to the Register of civil prisoners and all sums disbursed shall be supported by vouchers.

972. Permanent Advance.- Articles 94 to 98, 103 to 107 and note under clause (5) of Article 153 of Tamil Nadu Financial Code Volume-I and Subsidiary Rules 18 (a) 19 and 32 under Treasury Rule 16 of the Tamil Nadu Treasury Code, Volume-I shall be followed for the grant of permanent advances and the utilization of such advances for contingent expenditure in prison.

973. Small payments made.- All unforeseen expenditure to be incurred urgently shall alone be made from the permanent advance.

974. Payment to be made.- All payments shall be made from the Treasury on fully vouched contingent bills to the bank accounts of individuals through Electronic Clearing System.

975. Receipts not to be spent.- No expenditure shall be met from money received from the sale of manufactures, garden or farm produce, or any other Government property, which must be paid into the Treasury in tact as per Treasury Rule 7 (4) (1) and Subsidiary Rule 4 under Treasury Rule 10 of the Tamil Nadu Treasury Code Volume-I.

976. Draft to equal actual requirements.- (1) Money shall not be drawn from the treasury until it is required for disbursement. The practice of drawing sums in addition to, and in excess of the permanent advance, for payment of ration or other special charges and of keeping these in hand, as a separate and unauthorized permanent advance, is prohibited.

(2) If prompt payment is found later to be impracticable, the money drawn shall immediately be refunded into the Treasury. The provision contained in Articles 39 and 94 of Tamil Nadu Financial Code, Volume-I shall apply.

977. Receipt for payment.- A separate receipt and where there is more than one each head of charge involved, separate receipts under each head of charge, shall be taken for every disbursement made, and all receipts shall be countersigned by the Superintendent after he has satisfied himself that they are genuine. No receipt signed by a subordinate except for his own salary, shall be accepted.

978. Method of drawing money.- (1) A fully vouched contingent bill in Form No.58 of Tamil Nadu Treasury Code, Volume-II shall be used to draw money from the treasury for any purpose except establishment, traveling allowances, petty construction and repair and prisoner's private property. Each item of expenditure must be placed under the appropriate subhead and detailed head in accordance with the classification given in rule 1028.

(2) The memorandum of the budget appropriation at the foot of the fully vouched contingent bill shall be filled in to show the available unexpended balance of the sanctioned appropriation.

979. Pay bills.- In every prison two separate bills namely, one for the self-drawing Officers and the other for other Officers shall be used for drawing the salaries.

980. Pay of temporary establishment.- When temporary establishment is sanctioned by the Director General of Prisons and Correctional Services, each separate sanction shall be renewed from time to time as may be necessary.

981. Traveling allowances.- Traveling allowances shall be drawn by Superintendent from the Treasury on Form No.43 and 52 of the Tamil Nadu Treasury Code, Volume-II in accordance with the provisions of the Tamil Nadu Traveling Allowance Rules.

982. Building expenditure.- Expenditure debitable to petty construction and repair shall be drawn from the Treasury on a bill in Form No.59 of the Tamil Nadu Treasury Code, Volume-II within the appropriation and for the work sanctioned by the Director General of Prisons and Correctional Services from time to time. A copy of such order sanctioning the work shall accompany the bill to be presented to the Treasury. The specimen form of estimate for work of petty construction and repairs shall be as in Form No.63.

983. Expenditure on manufactures.- Expenditure on account of manufactures shall be drawn from the Treasury on bill in Form No.58 of the Tamil Nadu Treasury Code, Volume-II.

984. Authority for payments.- No expenditure shall be incurred without authority. All charges on account of establishment shall be in accordance with the scale sanctioned by Government or, in the case of temporary establishment, by Government or the Director General of Prisons and Correctional Services.

985. Method of procuring materials.- (1) In the case of large purchases of materials required for work carried out by Superintendent under "Petty Constructions and Repairs", tenders should be called for by advertisement, or a circular letter of inquiry sent to the Chief producing firms.

(2) All purchases shall be made after full inquiry, in the cheapest market, and after being fully satisfied that the rates are reasonable with reference to the prevailing market rates for the articles so purchased and it shall be the responsibility of the Superintendent to ensure that there is no wasteful expenditure on any account. This equally applies to all the materials to be purchased by all the sections in a prison.

986. Norms for purchasing ration articles.- (1) The Superintendent shall also refer to the Director General of Prisons and Correctional Services if the rate approved either by Government or the Director General of Prisons and Correctional Services is found to be in excess of the market rate at the time of purchase and await further orders.

(2) The Superintendent shall take proper care while procuring the ration articles, taking into consideration the population of the institution and purchase only the actual requirements. Unnecessary stocking of ration articles is prohibited.

(3) In incurring any item of expenditure, the Superintendent shall take note of the provisions contained in Articles 3 and 4 of the Tamil Nadu Financial code, Volume-I and act accordingly.

(4) As soon as the articles are brought into stock, the Superintendent shall immediately arrange to get the bills from the suppliers. Where a due date is prescribed to submit the bill and if the bill is not received before that date, the supplier shall be reminded. Such of the bills including invoices received from prison and other Government departments shall be serially numbered as and when received and settled in the same order unless there is reason to settle any bill or invoice earlier. Preference shall always be given to such of the bills where any discount is allowed.

987. Other powers of sanction.- (1) All purchases of rations and fuel within the budget allotment may be made by the Superintendent on his own responsibility and without other powers of sanction.

(2) All regular recurring charges on account of such items as cattle fodder, seeds for garden may be paid by Superintendent without other powers of sanction.

(3) Charges admissible in accordance with a fixed tariff or scale, such as batta, and the like to discharged prisoners, rail and other charges in connection with transfers, service postage, municipal taxes, water-rates and the like may be incurred in accordance with the authorized scale and rules.

(4) The following petty items, although neither regular recurring expenditure nor admissible under a fixed scale, may be purchased by Superintendent subject to the limits imposed in sub rule (5) below, but recourse shall not ordinarily be had to the market for any article which can be made in the prison namely:-

Earthen or metal pots and plates, cooking utensils, frames for moulding puddings, sifters, baskets, sacks, ropes, bandage cloth, coconut oil, sulphur soap, needles, thread, bees wax, scissors, brooms, brushes and baskets, earthen or wooden pots or tubs, bamboos for carrying tubs, sulphur for fumigation, chunam for conservancy purposes, ropes, fuel for boiling water, cloth for released prisoners, chimneys, wicks and burners for lanterns, wooden and metal tickets, marking nut, white lead or paint for marking cloths, umbrella, shaving or hair cutting charges hones and charges for sharpening razors, combs for prisoners, soaps, minor repairs to articles of warders' equipment, execution ropes and caps, books and slates for education, matches and shelves and repairs to office furniture.

(5) Previous sanction of the Director General of Prisons and Correctional Services is required for the purchase of-

(a) Any article manufactured in India costing more than Rs.500 each;

(b) Any article costing more than Rs.500 chargeable to tools and plant under the head "15 Tools and Plant" and livestock under the head "26. Other charges – 2. Live- Stock."

(c) Coal-tar, clocks, including repairs, cuscus tatties, furniture, or other article for office used ghurries unless the cost is less than Rs. 500/-

(d) Clothing or bedding for prisoners;

(e) Uniform or equipment for prison establishment:

Provided that the Deputy Inspector-General shall accord sanction for the propose of items under clauses (a) and (d) and for the purchase of DDT powder and phenyl required for the prison.

988. Closing of monthly accounts.- All charges are treated for account purposes as being incurred within the month in which the money to meet them is drawn, as per Article 102, Tamil Nadu Financial Code, Volume-I. The Charges incurred each month should therefore be drawn from the Treasury during the same month. To enable this to be done, the accounts shall be closed some days prior to the end of the calendar month usually on the 25th. In stations where there is only a Sub-Treasury, or in months when the last two or three days are holidays, it may be necessary to close the accounts earlier. The accounts relating to the month of March each year, however, shall be closed on the last working day of that month and all charges incurred shall be paid and drawn before the Treasury accounts for that month are closed so that the charges incurred in one official year are not allowed to stand over for payment from the grant for the succeeding official year as per Articles 38 and 39, Tamil Nadu Financial Code, Volume-I.

989. Preparation of abstract bill.- (1) When the accounts are closed, a fully vouched contingent bill, including all expenditure incurred up to the date of closing the accounts and not previously drawn from the Treasury, shall be prepared and presented for payment. In respect of batta, subsistence allowance and cost of conveyance, a certificate shall be attached to the bills in which the expenditure is recouped, that it is in accordance with the scales prescribed.

(2) Before signing the fully vouched contingent bill, the Superintendent should see that the amount of the bill is clearly entered in words in such a way as to make subsequent alterations impossible.

990. Date of closing Treasury to be ascertained.- Superintendent shall ascertain early in each month the date on which the accounts of the Treasury or Sub-Treasury will close. The prison accounts shall then be made up at a date so much in advance as to enable the fully vouched contingent bill to be prepared and cashed before the Treasury or Sub-Treasury account close for the month. On the detailed bills, the date on which the Treasury accounts closed shall be noted.

991. Verification of charges.- The disbursing Officer's Return of Expenditure, Liabilities and Receipts shall be prepared in Form No.33 on the first working day of each calendar month and the Assistant concerned shall be sent to the Treasury Office for reconciliation with the Treasury figures. The form shall be prepared as per provisions contained in paragraph 83 of the Tamil Nadu Budget Manual, Volume-I. Amounts short drawn, if any, shall be shown in the statement as refunds. After verifying the charges, a certificate of verification shall be recorded and the return forwarded to the Director General of Prisons and Correctional Services together with a statement of variations noticed, if any, not later than the 25th of the following month to which it relates.

992. Submission of vouchers.- Agreeably to Subsidiary Rule 18 under Treasury Rule 16 of the Tamil Nadu Treasury Code Volume-I, the Superintendent shall in support of every charge of more than Rs.100 submit to the Director General of Prisons and Correctional Services direct duplicate copy of vouchers signed by the person to whom the payment was made. The first bill in each year on account of rent shall be supported by the Executive Engineer's certificate for the instructions regarding the preparation and submission of vouchers, subsidiary rules 1, 2 and 32 and instructions 25 and 26 under Treasury Rules 16 and subsidiary Rules 2 and 3 under Treasury Rule 32 of the Tamil Nadu Treasury Code, Volume-I shall apply.

993. Arrangement of vouchers.- The duplicate copy of vouchers and receipts in support of the charges should be stitched together in the order in which the entries they support appear in the bill and shall be forwarded to the Director General of Prisons and Correctional Services direct, accompanied by a memorandum or docket specifying the bill or bills to which they relate.

994. Monthly statements to be submitted.- With the vouchers referred to in rule 993 shall also be submitted to the Director General of Prisons and Correctional Services direct in Form No. 30 not later than the last day of the succeeding months.

(a) (1) A statement showing the number of prisoners dieted daily.

(2) A diet roll statement showing all rations issued to prisoners during the month.

(3) A stock statement showing receipts, issues, wastage and balance of each article of rations, together with the prescribed certificates.

(4) A consolidated statement showing in detail the expenditure incurred under all other Sub-heads and detailed heads of account.

(5) A certificate that the amount of road batta, subsistence allowance, conveyance charges and gratuity paid to released prisoners during the month was in accordance with these rules.

(6) A statement showing the value of articles of rations, if any, issued to civil prisoners from the ration stock.

(7) A statement showing the expenditure incurred under "Petty Construction and repairs"

(8) A statement giving details of expenditure on each work of petty construction and repair during the month. The progress of the work shall also be noted therein.

(9) A certificate relating to adherence to contract rates, if any, securing of contracts for all articles, recoveries made from suppliers on account of excessive wastage, and adjustments carried out as ordered in the objection statements.

(10) List of vouchers accompanying the bill.

Explanation (1).- Copies of all traveling allowance bills encashed during the month, the date of encashment noted in each case, and the certificate required by article 82 (a) Tamil Nadu Financial code Volume I, shall be attached to Form No.30.

(b) A detailed statement of manufactures in Form No.70.

995. Date of submissions. - Duplicate copy of the vouchers, receipts and statements shall be submitted so as to reach the Director General of Prisons and Correctional Services not later than the last day of the succeeding month to which they relate.

996. Register No. 40.- The establishment and contingent register in prisons shall be maintained in Form No. 34. The instructions for the maintenance of the establishment and contingent register are contained in Articles 103 to 105 Tamil Nadu Financial Code Volume-I.

997. Treatment of budget grants.- The procedure regarding control of appropriations in the budget, application for additional appropriation and surrender of funds is laid down in chapters VIII and IX, and appendix F of the Tamil Nadu Budget Manual. The Superintendent shall submit reports of surrenders of funds and applications for additional appropriations to cover the expenditure in the year to the Director General of Prisons and Correctional Services before 15th January or earlier, if so required.

998. Register No.39.- The Acquittance Roll which shall be in Form No.88 of the Tamil Nadu Financial Code, Volume II, is a list of the Subordinate establishment of the Prison with the pay of each member. As the system of obtaining acquittance for payments made to Government employees is dispensed with to avoid wastage of time and labour when credits are passed on to the bank accounts of individual Officers/Staff through Electronic Clearing System (ECS), the Drawing and Disbursing Officer shall however, stitch the Electronic Clearing System credit advice / extracts of such advice with the office copy of the each bill drawn for Government employees. The entries in UDP register and cash book shall be recorded with reference to the ECS credit advice received from the Treasury / Pay and Accounts Office as the case may be.

999. Use of Railway Warrants.- The Railway Warrant in Form No.36 is to be used when prisoners are sent by train from one prison to another or on release, when they have to travel by train. The following instructions shall be observed namely:

(1) Subject to the provisions contained in rule 621(6), the Superintendent shall issue to each released convict who has to travel by rail a Railway Warrant entering therein the prisoner's name in full, the place and date of departure, the station to which he is to travel, and the date of departure, the station to which he is to travel and the date for which the warrant is available.

(2) The convict shall be instructed to present the Railway Warrant to the Station Master who shall provide the necessary passage.

(3) When a transfer has to be made and a railway or bus journey is necessary, a railway or bus warrant is issued by the Police, and the Prison Superintendent has only to enter the number of prisoners in the warrant and countersign it. The Police department shall bear the entire Cost of railway or bus warrants.

(4) After the close of each month, the Superintendent shall prepare a statement showing the details of Railway Warrants issued and the charges incurred thereon and settle the claims of the Railways immediately on receipt of the bills.

1000. Use of Credit Note.- The Credit Note in Form No.37 is for whenever stores of any kind are consigned by rail from one prison to another Prison or to another Government department. It shall not be used for consignments to private parties. Clause (4) of rule 999 applies mutatis mutandis to settlement of such claims.

1001. Classification of expenditure.- All Prison expenditure is classified, for purpose of departmental and financial control as follows:

HEAD OF ACCOUNT CHARGES.

2056. A. Jails.

AB.Jails-I-Non –plan

AA. Jails (other than sub-jails)

01. Salaries

1. Pay
2. Dearness Allowance
3. Medical charges
4. Other Allowances

02. Wages

1. Contingent staff

03. Travel Expenses

04. Office expenses

1. Telephone charges
2. Other contingencies

06 Rent, Rates and Taxes, Royalty

08. Advertising, Sales, and Publicity Expenses

15. Tools and Plant.

17. Maintenance

1. Petty construction and repairs

19. Materials and supplies

1. Maintenance of cows.
2. Maintenance of Agriculture farm and use of chemical fertilizers.
3. Purchase of Raw materials and implements.

26. Other charges

1. Transport of prisoners
2. Livestock
3. Medical and sanitary
4. Other items- Charges voted.
5. Cost of suits.

27. Clothing and equipment

29. Dietary Charges

AE. Wage Earning Scheme to prisoners

02. Wages

HEAD OF ACCOUNTS FOR RECEIPTS

0056. Jails

AA. Jails-Services and Service fees.

01. Jail (other than Approved Schools)

1. Hire of convicts

2. Recoveries of Transportation charges etc.

3. Charges recovered from other Governments

4. Collection of payments for services rendered

5. Miscellaneous

AB. Jails-Sale of Manufactures

01. Jails (Other than Approved Schools)

AC Jails-Other receipts

01 Jails (Other than Approved Schools)

1. Rents of Buildings

2. Recoveries of over payments

3. Leave salary contribution

4. Sale proceeds of dead stock, waste paper and other articles, the cost of which was met from office contingencies.

5. Miscellaneous.

AD. Jails-Deduct Refunds.

01. Jails (Other than Approved Schools)

CHAPTER – XLVII

THE MANUFACTURING DEPARTMENT

1002. Manufactory to be kept separate.- In every prison there shall be a manufacturing department distinct from the general department and with distinct registers, accounts and returns. Neither manufactory receipts nor charges shall be entered in the General Cash Book.

1003. Duties of Store Keeper.- In all Prisons and Borstal Schools, the raw materials required for manufactures, manufactured articles and all books and accounts relating to this departments shall be in the custody of the Store keeper in charge of stores who may have one or more Assistants to help him. Wherever there is an additional Assistant, one Assistant shall be in charge of raw materials known as Store Keeper (Raw Material Stores) and the other shall act as Store Keeper (Manufactured Articles Stores) in charge of manufactured articles. In that case, the Store keeper (Raw material Stores) shall be in charge of cash and the connected books. In Central Prison, Coimbatore, there shall be a separate Assistant in charge of cash who shall be known as Accountant.

1004. Adherence to budget allotment. - The budget appropriation for manufactures shall be communicated to Superintendent at the beginning of each official year by the Director General of Prisons and Correctional Services. No Superintendent shall without previously obtaining an extra appropriation exceed the amount provided. When the sanctioned appropriation is found insufficient timely application shall be made to the Director General of Prisons and Correctional Services for a further sum with an explanation of the requirement, otherwise a Superintendent who exceeds the annual appropriation will be held responsible for the excess expenditure.

1005. Purchase of raw materials. - (1) Superintendent may incur expenditure (up to the budget allotment) in the purchase of raw materials, but they are expected to exercise discretion in their dealings and to avoid the accumulation of unnecessary stocks.

(2) Along with the indent, a note containing the following details explaining the necessity for purchases shall be prepared by the Store Keeper (Raw Material Stores) and submitted to the Superintendent who shall verify their correctness before approving the indents namely.

(a) The stock of finished materials on hand to comply with the firm orders of the consuming departments.

(b) The quantum of raw materials required for the manufacture of articles to comply with such firm orders.

(c) The stock of raw material on hand;

(d) If the Superintendent intends to hold stock of finished materials the possibility of disposing them shall also be a factor.

(e) The Superintendent need not necessarily go in for purchase of costly raw materials if the goods can be manufactured with the raw materials at a lower cost.

(f) Whether such of the raw materials are included in the approved data or whether there is the absolute need for such articles if the manufacture is to be processed on estimates.

Explanation (i).- Stocking of finished materials shall not be the criterion for the purchase of raw materials.

Explanation (ii).- If the orders for the supply of prison-made articles are not encouraging in view of the rising competition for such supplies, the Superintendent shall restrict the production to the level of keeping the prisoners engaged and imparting them intensive training with the available technical staff. Such contingencies shall always be reported to the Director General of Prisons and Correctional Services for his orders.

Explanation (iii).- The source of purchase as prescribed by the Government or the Director General of Prisons and Correctional Services shall always be adhered to, when it is found to be economical.

Explanation (IV).- In case of any doubt or whatsoever, the matter shall always be referred to the Director General of Prisons and Correctional Services.

(3) All purchases shall be made, after full inquiry, in the market where the prices are found to be cheapest as far as practicable, in the case of purchases the procedure laid down in Article 125 of Tamil Nadu Financial Code Volume-I shall be followed unless and otherwise ordered by Government or the Director General of Prisons and Correctional Services. At the time of settling contract and the like for purchases, letter of enquiry shall be addressed to the Chief producing firms and also all the approved contractors of the department and there shall not be any indiscrimination in sending letter of enquiry to all the concerned. Frequent petty purchases shall be avoided. Sufficient stocks shall be purchased at the cheapest seasons and generally, the transactions shall be carried on in a business-like manner. Prompt payment shall be made for articles purchased and discount secured.

(4) As regards timber required for the Prisons and Correctional Services Department contracts shall be settled for the purchase of timber from outside following the procedure laid down in Article 125 of Tamil Nadu Financial Code, Volume I and also orders issued from time to time.

(5) The Director General of Prisons and Correctional Services shall invite tenders for the supply of raw materials and the like required for the manufactory sections of the Prisons and Borstal School by public advertisement or otherwise. Contract shall be in Form No. 40 and sealed samples of the article to be supplied shall be annexed to the agreement.

Explanation: The Director General of Prisons and Correctional Services shall maintain a list of approved contractors of all the institutions under him. Such lists shall be reviewed by Director General of Prisons and Correctional Services and made up to date once-in two years, before 30th September. The Superintendent of each prison and Borstal School shall also maintain a separate list for his institution.

1006. Sanction to special charge. - The following charges require the previous sanction of the Director General of Prisons and Correctional Services or of the Government, namely:-

(1) All charges on account of establishment including contingent establishment.

(2) Any charges for purchases of raw materials, live stock, tools or plants in excess of Rs.2,000/- per men sum subject to an annual ceiling of Rs. 24,000/- by the Superintendent of Central Prisons, the Superintendent Special Prisons for Women and Borstal School.

1007. Supply of timber.- (1) There shall be a Timber Purchase Committee in each institution consisting of the following officials, namely:-

(1) Superintendent of the Central Prison or the Borstal School;

(2) The District Forest Officer at the concerned district headquarters or his nominee;

(3) The forest utilization Officer, Chennai, or his nominee in the case of Central Prison-1, Chennai at Puzhal;

(4) The concerned Jailer in a Central Prison and the Deputy Superintendent in Borstal School, Pudukkottai;

(5) The Store keeper (Raw Material Stores);

(6) The concerned carpentry Foreman.

(2) The Superintendent of the institution shall fix a date for the supply of timber and also intimate the date to the Forest Department representative well in advance and send another intimation after the consignment is received so that the Purchase committee shall meet within 48 hours. The Superintendent shall as far as possible ensure that the timber is not passed in the absence of the Forest Department's nominee. In his absence, it shall be the responsibility of the Superintendent to ensure that only the timber of the prescribed specifications is accepted which he shall have the technical opinion of the Carpentry Foreman.

1008. Examination of raw materials.- (1) Raw materials received in to prison shall be examined by the Superintendent before being handed over to the storekeeper concerned who shall be jointly responsible with the Superintendent that their quality and quantity are correct.

(2) The Superintendent shall examine and record the details of articles received and passed in the Purchase Book in Form No.93.

1009. Record of raw materials.- When raw materials are taken over by the Store Keeper (Raw Materials Stores) he shall enter it at once in the stock book in Form No. 64. Before payment is made for materials received, the Superintendent shall satisfy himself that it has been brought to account in the stock book and that the price charged corresponds with the rate entered therein.

1010. Issue of raw materials.- (1) All raw materials shall be issued from stores on an indent in Form No.72 signed by the foreman, or warder in charge of the workshops, where the materials are required and countersigned by the Jailer. These indents shall be filled by the Store Keeper concerned.

(2) The cloth for stitching garments by the Tailoring Workshops shall be issued both in terms of length and weight.

(3). Indents for raw materials shall be made daily, if necessary, or at short intervals as required and shall be passed by the Jailer, it shall be the responsibility of the Jailer to avoid issuing large quantities of materials, in excess of immediate needs, and prevent accumulation of stock in workshops.

1011. Indent forms.- Indents shall be bound together in books of a certain number, which shall be noted on the cover. Each indent and counterfoil shall bear a serial number, and the counterfoils shall be carefully preserved by the foreman or the warder in-charge of the workshop.

1012. Entry in stock book.- When raw materials are issued, the Store Keeper (Raw Materials Stores) shall enter the details in the appropriate column of the stock-book and shall strike the balance of the stock remaining.

1013. Jailer to examine articles manufactured.- The manufactured articles completed each day shall, before they are delivered to the Store Keeper concerned, be examined by the Jailer, who shall be responsible that they are of good workmanship and up to the sample, if any, or the required standard, as the case may be. If there is any defect, the Jailer shall bring it to the notice of the Superintendent, who shall enforce responsibility against the Foreman, Warder, in Charge of the workshop. Convict overseer or Convict workman. The Superintendent shall also be responsible for the quality of the products. He shall examine them during the process and at the time of his visits to the workshops.

1014. Record of manufactured articles.- As manufactured article are received from the workshops, the Jailer shall enter the receipt of these items in columns (1) to (3) of the Transit Register in Form No.73. The Storekeeper concerned shall then enter the number and weight of articles received on the right hand portion of the indent until the whole of the raw material issued is accounted for, reference to the indent being given at the same time in column (4) of the Transit Register. The Store Keeper concerned shall also at once enter particulars of the articles received in the stock book of manufactured article in Form No.65, reference being given in like manner to the page of the stock book in column (5) of the Transit Register. It may not be possible to ensure that the manufactured article entered as a set-off against raw materials issued have been made with that identical issue but, if raw materials are thus regularly accounted for, it shall be easy to check the outstanding balance in the workshops and the number of indents not satisfied.

Explanation (i).- This procedure shall not be applicable to the Central Prison, Coimbatore where the issue of raw materials and the receipt of manufactured articles are accounted for in a running account in respect of weaving and dyeing industries.

Explanation (ii).- In the case of cloth, the stitched garments and tailor cuttings shall be weighed to compare with the issue weight.

Explanation (iii).- It shall be the responsibility of the Additional Superintendent in Central Prison, Coimbatore to ensure that before passing running indents, that such indents are correctly prepared and are not in excess of ordinary requirements and all such raw materials so issued are properly set off in the form of manufactured articles. If necessary, he shall work out the actual requirements in raw materials for the manufacture of certain quantity of cloth of different varieties and see that the raw materials are issued within the permissible limit. He shall also watch the movement of each consignment of raw materials issued for a particular purpose at the various levels of process by making suitable arrangements with the technical personnel in the mill, till such raw materials are fully set off in the

form of finished goods and ensure that the articles under process at various levels are sufficient enough to complete the manufacture of article for which they were issued and any short fall or whatsoever shall always be brought to the notice of the Superintendent.

1015. Record of wastage in conversion and subsequent recovery.- (1) When an indent in Form No.72 is finally closed in full satisfaction of the quantity of materials issued thereon, the wastage resulting from its conversion into manufactured article shall be distinctly set out on the right hand portion thereof and subsequently entered against the identical issue in its proper column in the Stock-book of raw materials in Form No.64, the Superintendent and the Store Keeper initialing the indent at the same time in token of such closure.

(2) The Jailer shall be responsible that the wastage calculated represent what actually occurred and that it is not raised to the maximum when it is in reality lower, while the Superintendent shall not only satisfy himself of its correctness, but also of the fact of its entry in Form No.64.

(3) The Superintendent shall likewise be responsible (i) that all wastage in excess of the maximum permissible percentage as stipulated for in the agreement in Form No.40 is regularly recovered from the contractor either when the payment for supplies is next made or when the amount of the security deposit is returned to him, and (ii) that the dates of payment and recovery are noted at the time in the appropriate columns of Form No.64 under his initials.

(4) If for good and sufficient reasons to be recorded in writing, raw materials have to be purchased otherwise than by contract, any excess over the maximum percentages of wastages ordinarily allowed shall be made good by the Officers who may be responsible.

1016. Record of issue of manufactures. - All sales or issues of manufactured article shall be entered in the appropriate columns of the Stock Book in Form No.65. They shall also be entered in Day Books of Sales as prescribed in rule 1023.

1017. Weekly check by Superintendent.- Once in a week or oftener the Superintendent, shall check all indents and their counterfoils with the entries in the stock-book of raw materials, and shall satisfy himself that all issues have been made only on a countersigned indent and a corresponding counterfoil. At the same time, he shall check the entries of manufactured article on the right-hand portion of the indents with those in the Stock-book of manufactured articles and shall satisfy himself that they correspond. He shall also satisfy himself that the issues of raw materials are accounted for by the entries of manufactured article and shall initial the books in token of having checked them as prescribed. The Superintendent shall similarly check all issues noted in the Stock-book of manufactured article with the passes and with the Day Book of credit sales or the Day Book of realization, as the case may be.

1018. Superintendent's monthly checks of materials in workshops. - At the end of each month the Store Keeper (Raw Materials Stores) shall make out a list in Form No.74 of all indents of raw materials which have not yet been satisfied by the receipts of manufactured articles. This list shall, after being checked by the Jailer to see that it is correct and complete, be submitted to the Superintendent who shall satisfy himself by personal examination of the Transit Register and the stock of raw materials in the workshops that there is sufficient material to satisfy the indents. He shall also see that no undue delay occurs in the completion of the manufactured articles for which raw materials have been issued. If any such unsatisfied indent is carried over to the list for more than one month, the Superintendent shall personally see to its completion before the close of that month.

1019. Register No.52.- The Store-Keeper (Manufactured Articles Stores) shall maintain a Register of orders for Execution in the Manufactory Department in Form No.75 in which shall be recorded all orders including articles to be manufactured for stock. It shall be produced for the Superintendent's initials whenever fresh entries are made therein. An extract from this Register shall be hung up in each workshop, so that the Foreman or warder-in-charge may know in that order he has to complete. The Superintendent shall examine this Register once in a fortnight and shall satisfy himself that no undue delay occurs in the execution of orders and that they are carried out as far as possible in the order in which they are received or booked.

Explanation (i).- The Superintendent shall properly use his direction in deciding the quantum of manufactured articles proposed for stocking which shall be restricted to the standardized items only.

Explanation (ii).- The list of such standardized articles shall be got approved by the Director General of Prisons and Correctional Services.

Explanation (iii).- The Director General of Prisons and Correctional Services shall always distribute among the institutions under him the orders of the consuming departments for the supply of prison made article according to the circumstances of each case.

1020. Agreement upon sample.- No contract for the supply of article to a Government Department shall be entered into until a sample has been obtained. If there is any doubt of the prisoner's ability to make article equal with the sample, no contract shall be entered into until a prison-made sample has been approved by the Department requiring the supply.

1021. Committee to examine police articles.- (1) Manufactured articles for the Police Department shall, before being sent from the prison, be examined by a Committee under the rules in Appendix IX. The article shall be supplied to the Police Department in accordance with the said rule.

(2) One per cent wastage of leather in the manufacture of boots or shoes from out of all the cut components except in the case of "Toe caps" purchased from the Government Footwear Unit, Perambur shall be allowed. The wastage in the manufacture from out of the "Toe caps" purchased from the above centre shall be two per cent.

1022. Packing and despatching.- The manufactured articles shall be examined and checked properly to ensure as to the quality and quantity before they are despatched to the Government departments. The packing and despatching shall be attended to by the Packer Clerk under the supervision of the Store Keeper (Manufactured Articles Stores) in the absence of packer clerk; it shall be attended to by the Store Keeper himself. If the purchasing department deposes an official for the purpose, he shall be permitted to do so.

1023. Pass for articles removed from prison. - No manufactured articles shall be sold or removed from the prison except on a pass (printed and serially numbered) initialed by the Superintendent and Jailer. In urgent cases, the Jailer's initials alone may, if the Superintendent permits, suffice, but the pass shall be subsequently submitted to the Superintendent for his initials at the first opportunity. The pass shall be presented at the gate to the Gate Keeper who shall thereupon permit the articles in question to be taken out and shall retain the pass as a voucher. The Store Keeper (Manufactured Articles Stores) shall prepare the pass to accompany all articles issuing from the Manufacturing Department which are to leave the prison and shall post the entries at the same time in the Day Book of Credit sales in Form No.67 or the Day Book of realizations in Form No.68 as the case may be. These entries shall be daily verified by the Superintendent by comparison with the gate passes, and the initials of the verifying Officer appended in token of the correctness of the entries.

1024. Settlement of prices.- The cost of production of articles manufactured in prisons shall be arrived at as follows:-

(1) In the case of articles the manufacture of which requires no elaborate machinery, the cost shall include-

(a) The cost of raw materials (to be fixed at the nearest round figure on the 1st April and only to be revised when the replacement value varies by ten per cent) inclusive of allowance for waste and for incidental charge such as cost of carriage and of dyeing or bleaching materials;

(b) Five per cent of the cost of raw materials for depreciation on account of plant and renewals, which may be reduced by the Director General of Prisons and Correctional Services in individual cases to not less than two and a half per cent for special reasons to be recorded by him. Plant shall include any transport or share of transport used for collection of raw materials;

(c) The value of convict labour worked out as per the wages provided from time to time;

(2) In the case of articles manufactured by power driven machinery, the cost shall include-

(a) Cost of raw materials issued (to be fixed at the nearest round figure on the last April and only to be revised when the replacement value varies by ten per cent);

(b) The value of convict labour worked out as per the wages provided from time to time;

(c) Supervision charges to cover the cost of staff directly employed in the industry and proportionate charge of pay and allowance of Assistants and Junior Assistant who are solely employed for the Manufactory department;

(d) Store charges to cover running expenses, power and office expenses;

(e) Wear and tear to cover the cost of depreciation of machinery shall be charged at five per cent of the cost of raw materials in respect of all the machinery, except the textile machinery at Central Prison, Coimbatore, for which the rate shall be two and a half per cent;

(f) Depreciation at two per cent on the value of buildings which have been specially erected for the industry;

(3) The price of an article originally fixed shall not be altered if some raw materials issued for its manufacture are returned as unused provided that the difference between the price fixed in the first instance and the actual price arrived at after taking into account the cost of raw materials actually used does not exceed five per cent.

1025. Percentage on account of profit.- (1) The sale price of prison-made articles shall be fixed by adding a percentage to the cost of production, as defined in rule 1051 on account of "profit." The percentage to be added to the cost of production to arrive at the sale price shall be -

(a) ten per cent of the cost of raw materials and labour in the case of article supplied to local Bodies Panchayat Unions, Electricity Board and Corporations;

(b) Fifteen per cent of the cost of raw materials and labour in the case of article supplied to private parties.

Explanation (i).- In the Central Prison at Coimbatore and Vellore, the selling rate of such of the articles that are manufactured by power driven machinery, other than textiles, shall be fixed by adding (i) ten per cent of cost of raw materials and labour in the case of supplies made to Local Bodies. Panchayat Union, Electricity Board and Corporations only (iii) fifteen per cent of the cost of raw amount and labour in the case of supplies to others, including private consumers.

Explanation (ii).- In the case of textiles manufactured at Central Prison, Coimbatore, by power driven machinery the selling rate shall be fixed by adding (i) five per cent of cost of raw materials and labour in the case of supplies made to Local Bodies, Panchayat Union, Electricity Board and Corporations and (ii) ten per cent of the cost of raw materials and labour in the case of supplies to others including private consumers.

Explanation (iii).- Government official who are required to provide themselves with uniforms at their own cost may be supplied, on indents countersigned by the Inspector-General of Prisons (Headquarters), with prison-made drill-white or khaki at the rates charged to Government departments provided that the supplies are indented for making uniform for the personal use of the Officers concerned and that the quantity indented for is not in excess of ordinary requirements.

(2) The Director General of Prisons and Correctional Services shall enhance the percentages mentioned above in respect of any particular prison. When necessary, so that the excess of the value of the estimate total turnover for the year over the cost of production shall be equivalent to five per cent on the capital employed, and he may revise the percentages mentioned above in respect of any particular prison when he considers it desirable to do so, provided that he shall not reduce them below the rates on the basis of which, the excess of the value of the estimated total turnover for the year over the cost on production will be equivalent to five per cent the capital employed. Capital employed includes besides the original cost of machinery, tools and other plant and building specially erected, the working capital required for purchase of materials, for contingencies, wages and salaries. As sales are occurring throughout the year, the working capital may be taken as half the total annual cost of raw materials, plus average charges for wages and salaries of special staff if any, power and other contingencies. Where the market rate for any article is above the prison cost of production plus "Profit" as fixed above, it shall not be sold to dealers and private consumers at less than the market rate.

(3) In the event of dispute as to the price of article supplied to the Departments of Government, the decision of an Expert Officer of the Department of Industries nominated by the Director shall be final.

1026. Revision of price fixed.- If on account of long storage or for any other cause, e.g. competition for orders from a Central Department, it is found necessary to revise the sale price of an article once fixed in accordance with rule 1025(2) the Superintendent shall submit a report to the Director General of Prisons and Correctional Services explaining fully the reasons for the revision and obtain his sanction for the disposal of the articles at the revised price.

1027. Authority for payments.- (1) Petty Expenditure on account of manufactures may be paid by the Store Keeper (Raw Materials Stores) who, for this purpose, shall be furnished with a small sum from the permanent advance. This shall be accounted for in the manufactory Cash-book. Large payments shall be made by the Superintendent in accordance with rule 974. The Superintendent shall once a week, or oftener, check the Cash-Book and verify the balance shown therein by an examination of the actual cash in hand, in the manner prescribed in rule 969 initialing the book at the same time in token that he has satisfied himself as to its accuracy. This procedure shall be followed when transfer of charge of the prison occurs and both relieved and relieving Officers shall then initial the Cash-Book.

(2) In the Central Prison, Coimbatore, permanent advance allotted to the Manufactory section shall be in the custody of an Assistant known as Accountant and he shall account for it in his Cash-Book. The accountant shall also be responsible for the maintenance of proper accounts in respect of all cash received in his section.

1028. Register No.53.- The Manufactory Cash Book is a record of the transactions connected with the manufactory permanent advance and of the drawings and payments made on account of the manufactory department. It shall be maintained in Form No.31 as in the case of the cash or permanent advance book in use in the general department. The total of the permanent advance and any subsequent sums drawn whether to recoup it or not, shall be entered in the receipt column and all payments in the disbursement column. The balance shall be struck both in figures and words daily.

1029. Cash drawings.- All drawings of cash for manufactory purposes shall be on fully vouched contingent bills under the Tamil Nadu Treasury Code, Volume-II. The provisions of rules 978 and 1028 apply to these drawings.

1030. Entry of receipts. - All receipts shall be divided into two classes, namely, those received in cash and by transfer of credit through the Treasury. In the case of receipts in cash, the entries in the monthly statement referred to in sub-rule (3) of rule 1059 under the subheads such as "Scale, of Jail Manufactures." "Hire of convicts" and "Miscellaneous" shall be the totals of the transactions of the month falling under these designations. In the case of receipts by adjustment through the Treasury, every transaction shall be shown in detail and shall be supported by the chalan so adjusted by the supplied Officer.

1031. Payments to be receipted.- On the payment of any sum due to the manufactory, a receipt in Form No.77 signed by the Superintendent or Jailer shall be given or sent to the person making payment. This form shall be bound in books of 50 forms each, in triplicate one below the other and machine numbered.

1032. Disposal of cash received.- (1) Every sum in cash received on account of the manufactory department shall be entered at once in the Day Book of realizations in Form No. 68 and the Superintendent shall satisfy himself that this is done before signing an acknowledgement for the same.

(2) No sum exceeding the security deposit of the Assistant (Raw Materials Stores) shall be retained by him and he shall be held responsible for the correctness of the manufactory cash. Any sum in excess of this amount shall be remitted into the Treasury at once or, if this is not possible on any day, be deposited in the Treasury on the next working day.

Explanation:- The provisions of this sub rule shall mutatis mutandis apply to the Accountant of the manufactory section in the Central Prison, Coimbatore.

(3) The usual form of chalan, showing in detail the major, minor and detailed heads to which the money is to be credited in the accounts, shall be sent with money to the Treasury and the Treasury Officer's receipt obtained. Certified copies of the receipted chalans shall be forwarded to the Director General of Prisons and Correctional Services with the monthly statement of manufactory charges and receipt, the originals being retained at the prison.

1033. Inter-Prison supplies.- (1) For the proper classification of accounts, inter-prisons supplies shall be broadly classified as follows:-

- (i) from the General Department to the Manufacturing Department in the same prison and vice versa;
- (ii) from the General Department in one prison to the Manufacturing Department of another prison and vice versa;
- (iii) from the General Department in one prison to the General Department of another prison;
- (iv) from the Manufacturing Department in one prison to the Manufacturing Department in another prison.

(2) The payment towards supplies made in clauses (i) and (ii) of sub rule (1) shall be made by adjustment through Treasury as per the procedure laid down in rule 1032.

(3) Except in case of supply of saleable finished goods from the Manufacturing Department, the credit head shall be "2056 -A, jails -AC. Jail manufactures -I-Non-plan. AB. Deduct Amount transferred to Maintenance-Manufacturing Departments of jail (other than Approved Schools) 23 inter Account Transfers "and in the case of former, it shall be "2056.AB. Jails-Sale of Jail Manufactures-01. Jail. (Other than Approved Schools)", In the case of supplied prisons, the expenditure shall always be debited under the respective head to which such categories of the articles belong according to the classification:

(4). The payment towards supplies made in clauses (iii) and (iv) of sub rule (1) shall be made by adjustment in the books of the Director General of Prisons and Correctional Services to whom the countersigned invoices shall be forwarded before 10th of the succeeding month. The fact of necessary adjustment having been made shall be communicated to the Superintendents of Prisons concerned. In such cases, the supplied prison shall deduct from the appropriation and the supplying prison shall correspondingly add to the appropriation. Such an arrangement shall be acted upon like abatement of charges, but it shall not alter the budgetary requirements of the prisons involved.

(5) Such inter prison supplies shall always be made with the sanction of the Director General of Prisons and Correctional Services except in cases, such as supply of manufactured cloth to the Manufacturing Departments of the other prison for stitching of police garments, prisoners clothing and the like. Necessary entries shall be made in the Register of Inter and Intra-departmental supplies in Form No.69.

1034. Statement of charges and receipts. - (1) A statement of manufactory charge and receipt in Form No.70 shall be submitted to the Director General of Prisons and Correctional Services in accordance with rule;

(2) This statement shall account for all expenditure connected with the manufactory section dully classified under the different heads of account detailed hereunder and also the article supplied by Public Department other than the Department of Prisons and Correctional Services under the adjustment system and for all receipts. All Charges shall be supported by vouchers of receipts.

2056-00-Jails – 102- Jail Manufactures –

AA Jails – (Other than Approved Schools)

301 - Salaries

302 - 02 - Wages

- 1. Wages
- 304 - Travel expenses
- 306 - Rents, Rates and Royalty
- 319 - Machinery and equipment
 - 1. Purchase
 - 3. Maintenance
- 321 - Motor Vehicles
- 324 - Materials and supplies
- 24-01 Weaving Industry
- 24-02 Dyeing Industry
- 24-03 Tailoring Industry
- 24-05 Boots Industry
- 24-07 Soap Industry
- 24-08 Paper and Binding Industry
- 24-09 Other Miscellaneous Industries
- AE. Wage Earning Scheme to prisoners.
- 302 - Wages
- 301 - Wages

1035. Stock taking.- (1) The Superintendent shall take stock of the whole plant, raw materials and manufactured goods and shall satisfy himself that every item is correctly entered and accounted for on the credit and debit side of books and that the stock and cash accounts are correct in every particular, before 31st December every year. A certificate in the following form shall then be entered in the Superintendent's order book and a copy of its shall be forwarded to the Director General of Prisons and Correctional Services not later than the 15th January namely:-

"I hereby certify that I have carefully examined the Manufactory accounts of the prison, and the stock in hand of raw materials, manufactured goods, plant, etc.,. Together with the several register and books relating thereto and I have found them to be correct except in the particulars specified.

Date:Superintendent

Station:Central Prison /Borstal School

(2) Before taking stock, raw materials shall not be issued from the stores (from about the 10th to 15th of December) and the stock of raw materials in the workshops shall be worked up and the manufactured articles brought into store for inclusion in the stock taking. Any materials remaining in the work sheds at the end of the year shall be brought into store and accounted for in the stock-books before the annual accounts are closed, re-issues taking place on and after the 1st January. Outstanding due to and by the prison shall, as far as possible, be adjusted before the close of the year. During the period of stocktaking, convict labour may be employed in cleaning the workshops, repairing loom, machinery, and the like. The issue of raw materials during the month of December shall be suitably restricted so that the entire machinery are left free for cleaning them at the time of stock verification.

(3) In Central Prison, Coimbatore, the Superintendent shall, after stopping the issue of raw materials, take stock of the raw materials under process in the workshops, the quantum of raw materials issued during the year, the finished materials received from the work-shops during the period and shall satisfy himself that the issue of raw materials during the year is fully justified and the quantity of raw materials under process is sufficient enough for the manufacture of finished goods to set off the remaining quantity of raw materials issued during the year. The quantity of raw materials under process at the time of stock verification during the previous year shall also be taken note of. Such a procedure shall be followed at the stock verification by the Deputy Inspector-General of Prisons also.

(4) After stock-taking any depreciation in the value of raw materials of manufactured articles or loss from any cause, shall be reported to the Director General of Prisons and Correctional Services with particulars of the circumstances and the value of the articles.

(5) After stock-taking and along with the certificate referred to above a separate statement shall also be submitted to the Director General of Prisons and Correctional Services showing all old stores of raw materials and manufactured articles remaining in stock for over a year with their quantities, numbers, values, dates of purchase or manufacture and reasons for accumulation. A copy of this statement together with the orders passed by the Director General of Prisons and Correctional Services shall be produced before the auditors for scrutiny.

1036. Register No.59.- A Stock Book of manufactory plant shall be maintained in Form No. 26 and the provisions of rule 1064 shall mutatis mutandis apply to it.

1037. Statement of out-standing. - At the end of every month, the Store-Keeper (Manufactured Articles Stores) shall make out and present for the Superintendent's orders a statement in Form No.79 showing outstanding dues to and by the manufactory department of the prison. Not later than the 15th January, 15th April, 15th July and 15th October of each year, fair copies of the statement for the Quarters ending December, March, June and September preceding respectively shall be submitted to the Director General of Prisons and Correctional Services. Sums payable for book adjustment by transfer of credit shall be grouped separately from sums payable in cash. Information shall be given as to the steps which have been taken or which it is proposed to take to recover all longstanding amounts.

1038. Quarterly progress reports.- The progress report of manufacturing operations in Form No.76 shall be submitted quarterly by every prison which undertakes work for Public Departments and others, so as to reach the office of the Director General of Prisons and Correctional Services not later than the 30th of the month succeeding the quarter to which it relates.

1039. Half-yearly return of industries.- Not later than the 15th March and 15th September each year, the Superintendent shall submit to the Director General of Prisons and Correctional Services a statement in Form No.116 showing particulars of each of the industries carried on in the prison during the half year preceding.

In order to assess the performance of each production units in the prisons in terms of time schedules and fulfillment of targets, supply of manpower units of work, standards and specifications, progress of production shall be maintained in each production unit.

Explanation.- Rule 1082 deals with instructions for compiling Annual Statement IV showing the assets of the manufactory department for the year.

1040. Stores and Stock account.- (1) At the end of March every year, the Superintendent of all Central Prisons, Special Prisons for Women, Borstal School, Pudukottai, Open Air Prisons and Special Sub-Jails shall submit stock and stores account not later than 31st May, in the prescribed forms separately for the following to the Director General of Prisons and Correctional Services for consolidation and transmission to the Accountant-General under intimation to Government. The figures in the statement shall be supported by the necessary schedules.

- 1) Civil stores;
- 2) Clothing and bedding;
- 3) Ration articles;
- 4) Medicines;
- 5) Tools and plants;
- 6) Raw materials;
- 7) Manufactured articles; and
- 8) Dairy.

(2) The following certificates shall be furnished by the Superintendent in the Statement of stores and stock account, namely: -

- (i) Certificate that the figures given in the stock statement represents substantially correct statement of facts;
- (ii) Certificate that the stock on hand in respect of all the articles was not in excess of the requirements;
- (iii) Certificate that the stock was verified by the Superintendent and also by the Jailer, Deputy Inspector-General of Prisons and the Accounts Officer from time to time in accordance with rules laid down in these Rules and stock verification statement submitted to the Director General of Prisons and Correctional Services;
- (iv) Certificate that all the issues were made on authorized indents;

- (v) Certificate that the articles of manufacture enumerated above are in good condition and are really saleable and represent realizable assets to Government;
- (vi) Certificate that the articles of raw materials enumerated in the statement are in good condition and fit for use in, manufactory process and represent realizable assets to Government;
- (vii) Certificate that the ration articles enumerated in the statement are in good condition and fit for consumption;
- (viii) Certificate that the excesses and shortages accounted for in stores and stock account as shown in the statement have been taken to respective register and accounted for in quantity and value.

(3) The Superintendent, Deputy Inspector-General of Prisons and the Accounts Officer shall ensure that all the articles are properly verified as to their condition and certificate recorded. Furnishing of certificate shall not be treated as a routine matter.

(4) The Superintendent shall obtain certificates from the Chief Medical Officer of the hospital duly recorded either in hospital statement of medicines or separately to the effect that the articles of medicines have been verified and found correct as shown in the statement and that there are no time-barred medicines; if there are time-barred medicines at any time, a list of such medicines shall be obtained. This list of time-barred medicines shall contain details as to the date of purchase, quantity purchased, utilized, balance and date when time barred, and the like,

(5) In regard to excesses and shortages accounted for in the statements, the number and date under which sanction is accorded shall be noted at the bottom of the statement. If the total excesses and shortages shown in the statement is sanctioned in more than one reference, number and date and total amount of each sanction order shall be furnished. If there is still any excess or shortage for which sanction is not obtained, stock verification statement in duplicate for such variation shall be submitted along with the statements of stores and stock accounts for according sanctions. A note to this effect shall also be made in the statement concerned.

CHAPTER – XLVIII

REGISTERS

1041. List of Registers.- The following register and books shall be maintained in all prisons in so far as they may be applicable, namely:-

I. Report and Order Books.-

1. Visitor's Book.
2. Superintendent's Journal.
3. Chief Medical Officer's Journal.
4. (i) Jailer's Report Book.
(ii) Chief Head Warder's Report Book.
(iii) Assistant Surgeon's Report Book.
(iv) Psychologist's Report Book.
(v) Social Case Work Expert's Report Book.
(vi) Welfare Officer's Report Book.
5. Superintendent's Order Book.

II. General Register:-

1. Convict Register.
2. Register of under-trial or remand prisoners.
3. Register of civil prisoners.
4. Register of prisoners to be released.
5. Diary of Convicts released and the amounts paid to them.
6. Register of petitions from prisoners.
7. Register of convicted prisoners sent to Court.

8. General abstract of all classes of prisoners.
9. Lock-up Register of all classes of prisoners.
10. Labour Register.
11. prisoner's punishment Book.
12. Clothing and Bedding Registers.
13. Conduct Book.
14. Register of Warders Uniform received and issued.
15. Ammunition Register.
16. Ball Practice Register.
17. Defaulter Book.
18. Monthly Census Register.
19. Register of persons other than prisoners and Warders and articles passed through the main Gate.
20. Register of prisoners and warders in charge of prisoners passed through the main gate.
21. Stock book of Civil Stores.
22. Garden and Plot Register.
23. Register of Security Deposits by official and contractors.
24. Stock Book of Stationery.
25. Stock book of Forms.
26. Personal Register.
27. Distribution Register.

III. Ration Registers:-

28. Purchase Book.
29. Stock Book of Rations.
30. Diet Roll.

IV. Financial Registers:-

31. Accountant/Office Manager's Cash book.
32. Undisbursed Pay Register.
33. Permanent Advance Register.
34. Acquittance Roll.
35. Establishment and Contingent Register.
36. Cheque Book for Personal Deposit.
37. Subsidiary Cash Register.

V. Manufactory Register:-

43. Purchase Book.
44. Stock book of Raw Materials.
45. Stock book of Manufactured Articles.
46. Individual Ledger of Credit Sales.
47. Day book of Credit Sales.

48. Day book of Realizations.
49. Register of inter and intra departmental supplies.
50. Transit Register.
51. List of Unsatisfied Manufactory Indents.
52. Register of Orders for Execution in the Manufactory Department.
53. Manufactory Cash Book.
54. Undisbursed Pay Register.
55. Permanent Advance Register.
56. Acquaintance Roll.
57. Cheque Book for Realizations.
58. Register of Contingent Charges.
59. Stock book of Manufactory Plant.

VI. Medical Register:-

60. Register of In-Patients.
61. Register of Out-Patients.
62. Invalid gang Register.
63. Vaccination Register.
64. Hospital roll.
65. Prescription book.
66. Case Book.
67. Historical Register.
68. Laboratory Register.

1042. Maintenance of other Registers.- (1) The Registers and forms shall be maintained in the forms appended to these rules.

(2) Every Officer shall maintain an up to date list of all accounts, registers and files entrusted to his custody or assigned to him.

CHAPTER – XLIX

REGISTER OF THE GENERAL DEPARTMENT

1043. REGISTER NUMBERS. - 1-6

I. REPORT AND ORDER BOOKS

Directions for the maintenance of the following registers mentioned in Column (1) of the table below shall be as in the rule mentioned in column (2) and the Form shall be as mentioned in column (3) of the said Table.

THE TABLE

<i>Register Number</i>	<i>Rule Number</i>	<i>Form Number</i>
(1)	(2)	(3)
1	510	1
2	29(10)	2
3	99	3

Register Number	Rule Number	Form Number
(1)	(2)	(3)
4	48(1)	4
	61(2), 68(4)	
	107	
	125(j)	
	126(j)	
	127(l)	

1044. Superintendent's Order Book.- In the Superintendent's Order Book (Register No.5) in Form No.5 the Superintendent shall record all orders and minutes which he may make relating to the management of the prison. The book shall be circulated to all Subordinates, concerned, each of whom shall add his initials against the instructions in acknowledgement that he has seen and understood them.

II. GENERAL REGISTERS

1045. The Convict Registers' :- (1) This register (Register No.6) in Form No.6 is to be maintained in every prison where convicts are liable to be confined. Every convict's name, with the particulars as indicated by the various headings, shall be entered in it as soon as possible. The entries in columns 12, 13 and 26 to 28 are to be made by or under the control of the Chief Medical Officer, and the other entries by or under the control and responsibility of the Jailer.

(i) Column 13. - The manner of recording marks of identification is contained in Appendix III.

(ii) Column 15. - This column shall be filled up only in the case of persons imprisoned in default of furnishing security under section 129 of Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) or convicted under Chapter X, V, XVII, and XVIII of Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), who had previously been convicted under any of these Chapters or under section 129 of Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)

(iii) Column 26. - Weight is to be recorded in grams without fractions. If a convict is weighed in clothes, their weight must be deducted.

(iv) Column 31. - Particulars of the nature and value of all property in the prison belonging to a convict are to be entered in this column.

(v) Column 33. - The initials in this column place the responsibility for the correctness of the entries on the Superintendent or Additional Superintendent and Jailer, who accordingly should check each item personally.

(2) If a convict undergoing imprisonment is sentenced for another offence or ordered a further period of imprisonment for failure to furnish security, a new register number is not to be given to him. Necessary additions are to be made in part C in red ink under the initials of the Superintendent or Additional Superintendent and Jailer.

(3) When a convict is released on bail or escapes or leaves the prison temporarily, an entry to that effect is to be made in column (29) but columns (30) and (33) are not to be closed. If he be re-admitted, he is not to be given a new register number, but any necessary alterations are to be made in part C under the initials of the Superintendent or Additional Superintendent and Jailer.

1046. Register of under-trial prisoners.- This Register (Register No.7) in Form No.7 is to be maintained in every prison where under-trial prisoners, whether remanded by a Magistrate or awaiting, or undergoing trial before a Sessions Court are admitted. The entries in columns (1) to (15) and (19) to (21) are to be made at the time of admission, those in columns (19) and (20) either on admission or on receipt of property as the case may be, and those in columns (15) to (18) as soon as the information is available (ii) entries in columns (9), (10), (14) and (15) are to be made by or under the control of the Chief Medical Officer, and the other entries by or under the control and responsibility of the Jailer .

(i) Column (1), (5) and (10). - The entries in these Columns are to be made in the same way as in the corresponding Columns of the Convict Register.

(ii) Column (13) - Only the crime with which the accused is charged is to be noted to the crime of which he is actually convicted is to be entered in the Convict register.

(iii) Column (19). - Property removed from the prisoner at the time of admission or subsequently is to be entered.

1047. Register of Civil prisoners.- This register (Register No.8) in Form No.8. Shall be kept in every prison in which civil prisoners are received. The instructions given regarding columns (1), (5), (10) and (19) of the Register of under-trial prisoners apply to the corresponding columns of this register. Columns (8) to (11) shall be filled up by the Chief Medical Officer, the remainder by or under the control of the Jailer.

1048. Register of prisoners to be released.- (1) This register (Register No.9) in Form No.9 shall be kept by the Jailer. As the dates of release of certain convicts are determined by the amount of remission they earn, and under rule 1085, the Assistant in Remission section is responsible for the correct date of their release being intimated to the Jailer, it is unnecessary to enter these convicts in this register.

(2) On the admission of a convict sentenced to less than three months, an entry of his register number shall be made in the Register of prisoners to be released under the date on which his sentence will expire. If the term of imprisonment be subsequently altered the original entry shall be scored through with red ink under the Jailer's initials and a new entry made under the revised date of release.

(3) If a prisoner is sentenced to imprisonment with fine and to a further term in default of payment, his number shall be entered on the date on which his substantive sentence expires and the alternative date of release, supposing the fine to remain unpaid, shall be entered in red ink under his register number. If the fine be paid in full before the expiration of the term of substantive imprisonment, the alternative date shall be struck out under the Jailer's initials, but if only a portion of the fine is paid, the alternative date shall be corrected, according to the amount of fine paid. If on the expiration of the term of substantive imprisonment, the fine or any portion thereof remains unpaid, the prisoner's number shall be entered under the date upon which he will be entitled to release in default of payment of the fine.

(4) On the expiration of his sentence or on his discharge from any cause, a line in red ink shall be drawn through his number and the cancellation initialed.

1049. Diary of convicts released and the amounts paid to them.- This register (Register No. 10) in Form No. 10 shall be maintained by one of the Remission Clerks. It is a list of the register numbers and names of prisoners released during each day of the month, with particulars of their villages, and of the road batta, subsistence allowance or gratuity if any payable. It shall be prepared from the Convict Register, Register of prisoners to be released and Remission Sheets. On the release of a prisoner, the entry relating to him in the Diary of Convicts released and the amounts paid to them shall be initialed by the Jailer and Additional Superintendent or Superintendent.

1050. General abstract of all classes of prisoners. - The General Abstract (Register No.13) in Form No.11 shall be written up on the morning after the day to which it relates. It shall be initialed daily by the Superintendent.

1051. Lock-up Register of all classes of prisoners.- (1) This register (Register No. 14) in Form No.12, shows the manner in which each ward, block, etc., was occupied during the night, so that over-crowding of any building may be at once observable.

(2) At lock-up, the Jailer shall note down on a slip or memorandum the number of prisoners locked-up in each ward and block of cells. The following morning the numbers shall be entered in the Lock-up Register, which shall be initialed daily by the Superintendent.

1052. Monthly Census Register No.23.- (1) For the average numbers required for the compilation of Annual Statement No.XVII annexed to the Annual Administration Report, a census of the prison population shall be taken at the end of each month.

(2) In order to ascertain the figures in each sentence period for Statement No.XVII the prisoners shall be paraded with their tickets. If the census is correct, the tickets can be withdrawn classified and counted. The Average figures for the year is obtained by dividing the total monthly figures by 12.

(3) The annual average of prisoners shall be intimated to the Chief Medical Officer not later than the 5th of January of each year for inclusion in the Annual Sick Returns.

(4) Mentally ill prisoner confined under section 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) must be excluded from the monthly census, because they are not under detention for any definite period.

1053. Labour Register.- (1) From the Labour Register (Register No. 15) in Form No.13 is compiled the monthly return showing employment of convicts and Annual Statement No.XII in the Administration Report. In column A shall be included only such form of labour as are unproductive and not employed for the purposes of any manufacture. Convicts employed on a mechanism which supplies the motive power for loom, presses, etc., shall be shown under the head of the industry affected e.g. if the looms produce police drill, the convict shall be entered in the appropriate Sub-column of column I.

(2) All convicts employed on preparation of articles for prison use or consumption must be entered in column F and in column I, convicts employed on "Manufacture" proper alone must be entered. Column J will be blank except in a prison solely employed on Public Works. Convicts whose labour is supplied to contractors carrying out Public Works estimates for prison buildings shall be entered in column H, and not treated as supplied to private individuals.

(3) In deciding whether convicts shall be entered in column G prison repairs, or in column H. Alterations and additions to prison buildings, the Superintendent must be guided by the following definitions, namely:-

- (i) Repairs include all works carried out periodically such as white washing and works which consist primarily and essentially in the renovations or renewal of existing buildings or parts of buildings such as replacing tiles, wood-work, etc.,
- (ii) Additions and alterations include all new buildings, additions to buildings complete re-constructions of existing buildings, alterations (not being merely renewals) in existing buildings, and generally all departmental works which are not either periodical repairs or mere renewals.

(4) The Labour Register shall be filled in daily by the subordinate in charge of it as soon as the prisoners have been sent to work; the particulars required being obtained from the rough distribution statement maintained under rule 269.

On Sundays and holidays only such convict servants and convict Officers on work on those days shall be shown. In the Monthly Statement No.V (Form No. 104) which relates solely to working days, convicts employed on Sundays and holidays shall be omitted. The Register shall be initialled daily by the Superintendent or Additional Superintendent and Jailer.

Explanation: - The Superintendent shall by an order in writing in Form No. 5 determine the Officer by whom the General Abstract, the Lock-up Register, and the Labour Register shall be kept.

1054. Remission sheets.- (1) A remission sheet in Form No. 14 (i) or 14 (ii) shall be maintained for every convict to whom the Remission system applies. The Chief Remission Clerk shall post in the sheets immediately on admission of the prisoner all remissions admissible under the rules in advance. Similar advance postings shall also be made as and when prisoners are promoted or appointed as prison servants, Nursing Orderlies, etc. Deductions in remission for failure on the part of the prisoner to fulfill the rules on work and conduct shall be made then and there.

Explanation: - In the case of prisoners already admitted in prisons, the balance of remission earned after deducting any remission forfeited shall be struck as on a given date and the remission likely to be earned thereafter till the end of the probable date of release, added to this balance. Thereafter, the date of release shall be worked out as for a new prisoner as mentioned above.

(2) At least once a month the Superintendent or Additional Superintendent shall examine the Remission sheets and satisfy himself that entries are upto date and correct. Remission sheets relating to prisoners unconditionally released or who died shall be removed and preserved as provided in rule 1104(3).

(3). In the first week of each month the Chief Remission Clerk shall examine every Remissions sheets to ascertain whether any convict will, when credited with remission likely to be earned in the interval, become entitled to release in the next following month. A list of such prisoners shall then be made out, with the amount of gratuity earned by each.

1055. prisoners' punishment Book. - The entries to be made in the Prisoners Punishment Book (Register No. 16) are laid down in section 51 of the Prisons Act, 1894 (Central Act IX of 1894).

The book shall be maintained in Form No.15 under the immediate supervision of the Superintendent by the Jailer or some other subordinate deputed in writing in the entry of the particulars relating to a prisoner and his offence when not entered by the Jailer himself, must be with his cognizance, while those of the punishments and dates of award shall be in the Superintendents own handwriting. In ordinary cases, reports against prisoners shall be made direct in this book, but in the cases of serious offences against discipline, the entries may have to be copied from the Jailer's report book (See Rule 39-C).

1056. Clothing and Bedding Register.- Two clothing and Bedding Registers (Register No.17) in Form No.16 one relating to new, the other to part-worn clothing, shall be kept by the Assistant Jailer. Each register shall show the receipts of clothing, bedding etc., on the upper page and on the lower, the issues and the register numbers of the prisoners to whom clothing has been issued. The entries on both pages shall be totaled monthly, and the balance remaining in store ascertained. At the end of each month the Superintendent or Additional Superintendent shall check the balances, satisfy himself that the entries are correct, and sign the books in token of their correctness.

1057. Registers of letters received and despatched.- Every letter received shall be numbered and distributed to the concerned sections through the Distribution Register (Register No.32). Every letter received shall similarly be entered in the Personal Register (Register No.31) of the concerned section and the currents disposed of as per Tamil Nadu Government Office Manual.

1058. Stock books of Stationery and Forms.- These books (Register Nos. 29-30) shall be maintained in accordance with rule 38 of the Rules regulating the supply and consumption of Stationery and Printed forms and shall be kept by the Head Clerk in the Forms shown in Appendices H and I to Stationery Rules. Each Book shall contain an index and shall occasionally be checked by the Jailer and once in a year at the time of annual verification of stores by the Superintendent.

1059. Conduct Book.- This book (Register No.18) in Form No.17 shall contain a complete record of all offences committed by subordinate Officers and the punishments imposed for them as well as the annual report of the Superintendent on their conduct and character. Reports of an ordinary nature against warders, including those in the First Grade, shall be entered in this book by the Chief Head Warder, with the cognizance of the Jailer for the Superintendent's disposal. A separate sheet in the same form shall also be maintained for every member of the warder establishment and when he is transferred, it shall be sent with him.

1060. Register of warders uniform received and issued. - This register (Register No.19) in Form No.18 shall be kept by the Assistant Jailer (Arms), who shall be responsible for its regular and correct maintenance. The entries shall be totaled monthly, and a balance struck when any issue is made.

1061. Ammunition Register.- This Register (Register No.20) in Form No.19 shall be maintained by the Assistant Jailer (Arms), and shall be initialed by him and the Superintendent whenever receipts or issues of ammunition occur.

1062. Ball Practice Register.- A register (Register No.21) in Form No.20 of ball practice shall be kept by the Assistant Jailer (Arms). The percentage of points scored to the total number possible shall be worked out after each practice and initialed by the Assistant Jailer (Arms) and Superintendent.

1063. Main gate Registers.- Main-gate Register (Register Nos. 24 and 25) shall be kept in Form Nos.21 and 22 and shall be checked by the Jailer and the Superintendent daily, who should satisfy themselves that the entries are correct and initial the books in token thereof .

1064. Stock- Book of Civil Stores. - A stock-book of all civil stores (Register No.26) live-stock and dead stock. Other than those belonging to the Manufacturing Department, shall be maintained in Form No.26. It shall contain an index and shall show all receipts, disposals and balances remaining. Early in April of each year, the balances shall be verified by the Jailer and checked by the Superintendent or Additional Superintendent and a deduction of 5 per cent for wear and tear shall be written off from the value of each article. When the full value has been deducted, the articles shall be still retained on the register until finally condemned and written off under the orders of the Director General of Prisons and Correctional Services, but no value shall be shown against them.

Explanation:- The 5 per cent depreciation for wear and tear shall be calculated annually on the original value of the articles and not on the value shown at the close of the previous year.

1065. Garden and Plot Register.- This register (Register No. 27) in Form No. 94 shall be maintained by the Assistant Jailer in charge of gardens. After gardens are inspected by the Officer, the Assistant Jailer shall immediately put up the register and get the details recorded. The Assistant Jailer shall also make a note of his own as and when necessary.

1066. Register of petitions from prisoners and Register of convicted prisoners sent to Courts.- (1) This register (Register No.11) in Form No. 95 shall be maintained to record the particulars of the petitions received from and on behalf of the prisoners and the nature of action taken on each of them. The Assistant of Remission section shall maintain the register and make entries on receipt of the petitions and send them to the concerned for being dealt with. They shall account for the petitions to the Assistant of Remission section who shall also watch the disposal of such petitions and keep the register up-to-date at all stages.

(2) This register (Register No.12) in, Form No.98 shall be maintained by the Remission clerk in charge of Courts attendance by prisoners and he shall enter the details of prisoners sent to Courts. He shall watch return of such prisoners, the disposal of their cases and keep the register up-to-date.

CHAPTER - L

RATION REGISTER

THE STOCK BOOK OF RATIONS.

1067. Register No.34.- (1) A new stock book of ration in Form No.27 shall be opened commencing from the 1st April of every year in which the closing balance of the previous book shall be carried forward and initialed by the Superintendent or Additional Superintendent as the case may be in token of having verified and found them correct.

(2) A separate page or set of pages in sequence of the stock-book of rations shall be devoted to each article, and when a fresh page becomes necessary, a reference to it shall be made at the foot of the closed page, as well as in the index.

(3) Un-cleaned ragi, cleaned ragi and ragi/Wheat flour shall be dealt with separately, but the pages allotted to them shall be continuous for the purpose of easy comparison. The same rule shall apply to other articles, such as cholam and the materials for curry powder which have to be cleaned or prepared prior to issue.

(4) The wastage to be entered in column (13) of the stock-book shall be arrived at by deducting the quantity of the cleaned or prepared articles received back into store from the quantity of uncleaned or unprepared articles issued. At the end of each month, a balance shall be struck to ascertain that the receipt plus the wastage are equal to the issues.

(5) The Deputy Jailer shall be responsible that the wastage represents what was ascertained by actual weighment, and not an assumed percentage, while the Superintendent shall not only satisfy himself of its correctness but also of the fact of its entry in Form No.27.

(6) The directions in sub-rules (3) and (4) of rule 1015 shall apply mutatis mutandis to articles of rations also.

(7) Once a quarter, the Jailer shall take stock of all articles of rations and compare them with the balance shown in the stock-book and record the result in his Report Book. All differences shall be reported to the Director General of Prisons and Correctional Services for orders. Once in a month or oftener the Superintendent shall, without notice, check by actual weighment the balance of some of the articles of rations and compare the result with the balance shown in the stock-book. Any excess found shall be brought on the book. In the month of December in every year and before the submission of the annual returns, the Superintendent shall take stock of all articles of rations and compare them with the balances shown in the stock-book. Any excess found shall be brought on the book. All differences between the actual weighments and the quantities shown on the stock-book shall be reported to the Director General of Prisons and Correctional Services for orders. A certificate in the following form shall then be drawn up by the Superintendent and a copy of it forwarded with the above report to the Director General of Prisons and Correctional Services not later than the 31st January in each year, namely:-

"I hereby certify that I have examined the stocks of all articles of rations by actual weighments together with the several entries in the stock book relating thereto, and that I have found them as noted in the accompanying statements."

(8) Errors in the Stock-book affecting totals or balances shall be corrected in red ink and explained at the foot of the page. But all extra or short issues from the stores due to undetected wrong calculations, or the like, in indents, shall be specially brought to notice in the monthly bills by an explanatory note in the diet statements concerned for the orders of the Director General of Prisons and Correctional Services in the objection's statements.

DIET ROLL

1068. Register No. 35.- (1) The issues of articles of rations from store, as shown in column (11) of the stock-book shall be checked by means of the Diet Roll which shall be in Form No. 28. This diet roll shall be carefully maintained and it is not sufficient to rely on mere calculation of the diet scales by the aggregate number of prisoners in prison, as the numbers of special and hospital diets constantly fluctuate.

(2) The Deputy Jailer shall not make any issue of rations from his stores except on indents in Form No.29 which is for issues to the general kitchen and Form No. 88, which is for those made to the hospital duly initialed by a responsible Officer.

(3) All foodstuffs and gas shall be issued, correctly at fixed and suitable hours. The issues in Form No.29, for each of the three meals shall be made separately and the number to be dieted shall provide for the known population in prison at the time of the preparation of the indent after allowing for admissions and disposals since the preparation of the previous indent, or expected to occur before distribution of the meal for which the particular indent is made.

(4) The Jailer shall be responsible that the calculations are properly and accurately made by some subordinate other than the Deputy Jailer. The latter shall, before complying with indents, duly satisfy himself as to the correctness of the quantities to be issued.

(5) The foils of the kitchen indents shall be produced when the diet roll and stock-book are checked by the Superintendent and finally filed in the Jailer's Office.

(6) The kitchen warders shall procure the necessary information as to the number of prisoners of each class each barrack or yard from the warder in-charge, in order to regulate the distribution in the slate maintained for this purpose.

1069. Payment of Bills.- (1) Bill submitted by suppliers shall be checked with reference to the counterfoils of the receipts for the articles supplied and shall be passed for payment if found correct. The original of the bill shall accompany the fully vouched contingent bill to the Pay and Accounts Office or Treasury, as the case may be for passing and the duplicate copy attached to the monthly return due to the Director General of Prisons and Correctional Services.

(2) Daily purchase of rations shall be avoided. If they have to be made, a list of the articles, with the quantity of each, shall be maintained.

CHAPTER – LI

MEDICAL REGISTERS AND FORMS

1070. Prisoners only to be entered.- Only the cases of sick prisoners shall be entered in any of the prescribed Medical Register. If any prison official receives treatment, a separate record may be kept of his case, or a supplementary register may be opened.

1071. Register No. 60.- In the Register of inpatients in Form No.80 referred to in rule 702 the prescribed details in respect of every prisoner under observation or treatment for more than 24 hours who is not placed on the outpatient or the Invalid Gang Register shall be recorded. The in-patient register shall be maintained under the control and responsibility of the Chief Medical Officer who shall himself enter the name of the patient's disease in accordance with the revised nomenclature of diseases employed in the monthly return of sick prisoners.

1072. Register No. 61.- In the out patients' register in Form No. 81 referred to in rule 702 the prescribed details of all prisoners under treatment for such trifling ailments as do not render admission to hospital necessary, shall be entered.

1073. Register No. 62.- In column (5) of the Invalid Gang Register in Form No. 82 a reference to the page of the hospital Register shall be entered, if the prisoner has been recently discharged from hospital.

1074. Register No. 64.- The Hospital Roll of Sick, Diets and Extras in Form No. 84 shall be initialed daily by the Chief Medical Officer and from it shall be prepared the Daily Hospital indent in Form No. 88 for diets and extras.

1075. Register No.65.- Every prescription issued for prisoners under observation shall be entered in the prescription Book in Form No. 85. The prescriptions for outpatients and prisoners on the convalescent gang may be entered in separate books in the same form. Both the register number and name of every prisoner shall be entered.

1076. Register No.67.- An Historical Register, containing such information concerning the prison from a medical point of view as may be useful to succeeding Chief Medical Officers, shall be maintained in Form No.128 by the Chief Medical Officer.

1077. Submission of sick statement.- The Annual sick Statement No.VII in Form No. 115 shall be submitted to the Director General of Prisons and Correctional Services so as to reach him not later than the 20th of January following the year to which they relate. They shall be compiled by or under the supervision of the Chief Medical Officer to whom the Superintendent shall supply such figures as are necessary to enable him to complete the statement. The Annual Sick Returns shall be accompanied by a narration of the sanitary condition pertaining to that year.

CHAPTER – LII

STATISTICAL AND OTHER RETURNS

1078. Monthly returns. - The following monthly returns shall be forwarded so as to reach the Director General of Prisons and Correctional Services not later than the 10th of the succeeding month, namely:-

(1) General summary showing the distribution of prisoners of all classes in Form No.99.

(2) Statement No. I (Judicial) with an appendix showing the number and disposal of convicts in Form No.100.

(3) Statement No. II (Judicial) showing the religion, age and previous occupation and state of education of convicts admitted in Form No.101.

Explanation.- A list of occupations classified for this purpose is contained in Appendix X.

(4) Statement No. III (Judicial) showing the convicts admitted classified according to number of convicts with Appendix in Form No. 102.

(5) Statement No IV: - . (Judicial) showing the offences committed by convicts and the punishments inflicted in Form No. 103.

(6) Statement No. V (Financial) showing the employment of convicts in Form No.104.

(7) Statement No. VI showing the number and disposal of under-trial and civil prisoners in Form No.105

(8) Statement No. VII showing the detention of under-trial or remand prisoners in Form No. 106

(9) Statement No. VIII showing the condition of the convicts released in Form No. 107

1079. Calculation of daily average.- (1) The daily average of all classes of prisoners during the month is obtained by adding the total lock-up figures of each day and dividing by the number of days in the month. The aggregate obtained by this method will occasionally differ slightly from the total of the average of the several classes separately, but shall nevertheless be adopted.

(2) The daily average of all classes, or of any class, during a year is obtained by adding together the daily figures for the year and dividing by 365 or in leap year 366.

1080. Half-yearly return.- Report of prisoners with mental illness confined under sections 369 and 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) in Form No.108 shall be submitted to the Director General of Prisons and Correctional Services so as to reach him not later than the 10th of January and 10th of July each year.

1081. Annual returns.- The following returns shall be submitted so as to reach the Director General of Prisons and Correctional Services 's office not later than 20th January in each year, namely:-

(1) Annual Statement No.I (Judicial) showing convicts admitted according to length of sentence, in Form No.109.

(2) Annual Statement No.II (Judicial) showing escapes and recaptures of convicts in Form No. 110.

(3) Annual Statement No. III (Financial) showing expenditure in guarding and maintaining prisoners in Form No. 111.

(4) Annual Statement No. IV (Financial) showing the result of the employment of convicts in Form No. 112.

(5) Annual Statement No.V (Financial) Comparative Statement of manufactures in Form No. 113.

(6) Annual Statement No. VI (Financial) showing expenditure on Prison buildings in Form No. 114.

(7) Annual Statement No. VII (Vital) showing sickness and mortality among prisoners in Form No.115.

(8) Annual Statement No. VIII (Vital) Showing admissions and deaths from chief diseases amongst convicts in Form No. 116.

(9) Annual Statement No. IX showing working of the remission system in Form No.117.

(10) Annual Statement No. X showing visits of official and non-Official visitors in Form No. 118.

Explanation.- (1) The statement comprise three groups of separate submission to the Director General of Prisons and correctional services as follows:-

Group I - Items (1), (2), (9) and (10)

Group II - Items (7) and (8)

Group III - Items (3) to (6) inclusive

Explanation.- (2) – The Superintendent of the Central Prisons, Coimbatore and Vellore, may submit their annual Statement No. IV (Financial) so as to reach the office of the Director General of Prisons and Correctional Services not later than the 25th February in each year.

1082. Instructions for compiling annual statements.- The following instructions are to be observed in the compilation of the statements (enumerated) in rule 1081, namely:-

(1) Annual Statement No.I.- Prisoners with mental illness detained under section 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) who though classified as convicts in the monthly Returns, are not under definite sentence, and convicts recaptured or recommitted to prison during the current year whose escape or release on bail occurred within the same year, shall be excluded from Statement No.1.

A note shall be added to Statement No.1 stating how many prisoners with mental illness confined under section 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) have been excluded from it, and furnishing particulars of their sex, religion, age previous occupation and state of education.

(2) Annual Statement No.II.- This statement shall be prepared in December and forwarded to the Superintendent of Police for verification prior to despatch.

(3) Annual Statement No. III.- (i) House-rent in lieu of quarters should be shown under "Establishment." (ii) The cost of temporary guards employed on account of cholera shall be included under Sanitation and not under "Establishment." (iii) Traveling allowances drawn by Groups A and B Officers shall not be included in this Statement (iv) The value of articles supplied to the prison by transfer of credit through the Treasury and by book adjustment through the Director General of Prisons and Correctional Services during the year shall be entered in red ink under the subheads and detailed heads to which the supplies relate (v) At the foot of the Statement, a note shall be added showing: -

- (a) The quantity (in gram) and value of vegetables supplied to prisoners from the prison garden during the year;
- (b) The value of vegetables sold to the public and remitted into the Treasury during the year;
- (c) The amount realized during the year by the sale of old and unserviceable articles, not belonging to the Manufactory department, and remitted into the Treasury under Receipt column "Miscellaneous" as well as particulars of the Sub-heads and detailed heads under which the several sum should be adjusted;
- (d) The value of provisions and fuel remaining in stock on the date on which the accounts were closed for the year;
- (e) The value shall be indicated both in figures and words;
- (f) With Statement No.III a statement of valuation of the stock of each articles of rations on hand as ascertained by actual weighment, with the quantity and the rate noted, shall be submitted. The recorded entries in the Stock-Book of the quantities to be accounted for shall also be noted. To this statement, a certificate in the following form shall be appended, namely:-

"I hereby certify that the quantities of articles of rations as set down in the foregoing valuation Statement have been arrived at by me by actual weighment of stocks on hand on the dates noted and that their values have been estimated in accordance with the rates last paid for them and in the case of articles raised on prison land in accordance with the current market rates. I also declare that the entries in the Stock-Book as given above have been verified by me."

(4) Annual Statement No.VI.- A note shall be made on this statement of the value of any work done by the Department of Prisons and Correctional Services for the Tamil Nadu Police Housing Corporation Limited in the execution of public works connected with the prison, and any certificate obtained from the Executive Engineer as to such value shall be attached to the Statement.

(5) Annual Statement No. VII.- Column (5) is intended to show the highest number of prisoners admitted in the hospital during the year for each class of prisoners (Convict, under-trial or remand and civil) Separately, and not the number of each class confined on the day in which the total number admitted in the hospital was highest. Special attention shall be paid to the correct working of the ratios in this Statement.

1083. Statement of assets and liabilities. - All the Government servants in the Department of Prisons and Correctional Services shall furnish statements of assets and liabilities as required in rule 7 (3) of Tamil Nadu Government Servants Conduct Rules, 1973.

1084. Certificate of verification of civil store.- (1) A certificate relating to the Superintendent's check of civil stores, office furniture including livestock, in the prison as referred to in rule shall be furnished so as to reach the Director General of Prisons and Correctional Services by the 10th April annually. This certificate shall embrace all civil stores without exception. Periodical number shall be assigned to this annual return by the Director General of Prisons and Correctional Services. The Certificate shall be in the following form, namely:-

"I hereby certify that I have carefully examined the stock in hand of civil stores together with the several registers and books relating thereto and that I have found them to be correct except in the particulars specified."

(2) Application for sanction to sell by public auction or to write off unserviceable civil stores and office furniture shall be submitted in duplicate giving information as to (i) Name of article, (ii) Cost of purchase, (iii) Date of purchase, (iv) Present book value (v) whether the articles is repairable, and (vi) How the article is proposed to be disposed of. On receipt of the orders of the Director General of Prisons and Correctional Services, articles returned as unserviceable shall be disposed of by public auction or otherwise utilized or written off as the case may be.

1085. Forecast of works.- Not later than the 1st June, each year, a forecast of the works which it is proposed to be carried out by the Tamil Nadu Police Housing Corporation Limited under "New works" and "Repairs" during the ensuing official year, shall be submitted to the Director General of Prisons and Correctional Services. Works and repairs not included in this forecast shall not be subsequently sanctioned within the official year unless clearly of an urgent nature. The forecast shall therefore, be made after careful examination of the prison buildings. On the other hand, no work or repair shall be included in it unless clearly necessary and ordinarily no new work shall be entered unless it has received the previous approval of the Director General of Prisons and Correctional Services

1086. Stationery Indents.- Stationery is supplied by the Director of Stationery and Printing, Chennai on indents passed by the Director General of Prisons and Correctional Services. Such indents shall be submitted so as to reach the Director General of Prisons and Correctional Services' office not later than the 1st October each year and for indents for foreign stores not later than the 1st June, each year.

1087. Charges incurred on prisoners belonging to other States.- Statement showing the numbers of prisoners belonging to other States and imprisoned in the Tamil Nadu Prisons and the charges incurred on their account for guarding and maintenance shall be prepared annually for each calendar year in Form No.119 and shall be forwarded so as to reach the Director General of Prisons and Correctional Services not later than the 15th January each year. Separate statements shall be prepared in respect of each state. The procedure for the submission of the statement of claims to the Government is laid down in L.R. clause (viii) and L.R. 2 (a) of Appendix III, Tamil Nadu Account Code, Volume-I.

1088. Indent for ammunition. - An indent for ammunition in Form No. 129 shall be forwarded not later than the 1st December of each year to the Superintendent, Central Prison-2, Chennai at Puzhal who shall compile and submit to the Director General of Prisons and Correctional Services of Prisons not later than the 1st January following, a consolidated Indent for the whole department. The annual scale of ammunition allowed is

(A) For Practice-

For Warders Staff

According to number of Warder Staff	Round Ball	75
(Per head per annum)	Round Blank	10

For Jailers, Deputy Jailers and Assistant Jailers

According to number of Officers	
(Per head per annum)	30 Rounds
(9 mm pistol ammunition)	

(B) For Service-

For Warder Staff

According to number of weapons	
(Per annum)	Round Ball 40
	Round Blank 10
	Round Buck shots 10

For Jailers, Deputy Jailers and Assistant Jailers-

According to number of weapons	
(Per annum)	30 Rounds (9 mm pistol (ammunition)

1089. Other returns.- Returns other than those mentioned in these rules as specified by the Director General of Prisons and Correctional Services and prescribed by the Government shall also be prepared and sent to the authorities to whom such returns are due. The Superintendent shall always obtain prior approval of the Director General of Prisons and Correctional Services when there is need for furnishing a return direct to any Officer of the other department.

CHAPTER – LIII

CORRESPONDENCE AND RECORDS

1090. Nominal Roll to accompany reference. - Every reference made regarding a convict whether for disposal by the Director General of Prisons and Correctional Services or for submission to Government shall invariably be accompanied by a nominal roll of the convict in Form No. 46.

1091. Prohibition of erasers. - Erasers in prison register are strictly prohibited. If a correction is necessary to the entry made therein, the original entry shall be neatly scored through and the corrected entry made in red ink, and initialed and dated by the Officer responsible for the maintenance of the register. Pencil entries and signature or initials impressed by a stamp are also strictly prohibited.

1092. Initials to be dated. - In every case in which the Superintendent, Additional Superintendent, Jailer or other Prison Officer is required to initial any register or book, the initials shall be accompanied by the date on which they were actually entered in the register.

1093. Proper maintenance of files registers, and records. - (1) The rules in the Tamil Nadu Government Office Manual shall be followed in the offices in prisons in respect of correspondence, maintenance of records, registers and their destruction. The Office Manger shall be the section head in respect of all branches for the purpose of supervision and for checking the Personal Register and other connected register as per the Tamil Nadu Government Office Manual Except where a different procedure is ordered by the Superintendent, Director General of Prisons and Correctional Services or Government. The Superintendent shall be the Head of Office for the purpose of this rule and be responsible for the proper maintenance of files and other records by the Subordinates and to comply with the rules contained in the Tamil Nadu Government Office Manual. If so ordered by the Superintendent, the Additional Superintendent shall also exercise supervision over the functions of the office staff and attend to the correspondence and checking of Personal Register and other register.

(2) The stock and other register, other than those mentioned in the Tamil Nadu Government Office Manual, shall be maintained by the staff in the different sections in the prison in accordance with these rules. Such register shall be submitted on the due dates to the Officers for check up as laid down in these rules and also on such other dates as may be ordered from time to time.

CHAPTER – LIV

PRESERVATION AND DESTRUCTION OF RECORDS

1094. Classification of records. - All prison registers, returns, letters and records of every description shall, for purposes of preservation or destruction, be classified under seven heads, namely:-

- A. Those to be preserved permanently.
- B. Those to be kept for 35 years.
- C. Those to be kept for 12 years.
- D. Those to be kept for 6 years.
- E. Those to be kept for 5 years.
- F. Those to be kept for 3 years.
- G. Those to be kept for 2 years.

Explanation (1) As regards the period from which retention shall run in the case of register and other books, the provisions contained in Article 326, Tamil Nadu Financial Code, Volume I shall apply.

Explanation (2) For preservation of service books in the case of gratuity and of Government Servants dismissed, discharged or resigned, the provisions contained in Article 326, Tamil Nadu Financial Code, Volume I shall apply

1095. Arrangements of records. - Each of the seven classes of records shall be so arranged as to make it easy on the proper date to select those which have to be destroyed, and if possible each class shall be kept separate from the other. Government orders, the Tamil Nadu Government Gazette and circulars of the Director General of Prisons and Correctional Services shall be bound annually.

1096. Disposal of correspondence. - The Superintendent shall exercise his discretion as to the classification of letters and correspondence, except in regard to documents bearing on the following subjects, which shall be permanently preserved namely, standing orders, important public works and manufactures, the acquisition and renting of land, pensions and any permanent charge upon. Government, and escapes when the prisoner is not recaptured.

The bundles to be permanently preserved shall be marked with a colored slip of paper and placed in the receptacle for permanent records. For further instructions, the provisions contained in article 326, Tamil Nadu Financial Code, Volume I and also the Tamil Nadu Government Office Manual shall apply.

1097. Permanent records. - The following are the records in Class 'A', which shall be permanently preserved, namely:-

- Superintendent's order book.
- Convict Register.
- Diary of convicts released and the amounts paid to them.
- Stock-book of civil stores.

FINANCIAL

Office Manager / Office Superintendent / Accountant's Cashbook, Permanent Advance Disbursement Register and Undisbursed Pay Register.

Subsidiary Cash Register.

Records connected with expenditure on projects, schemes, or work not completed, although beyond the period of limitation.

Records connected with expenditure which is within the Statute of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

Orders and sanctions of a permanent character, until revised.

Pension cases.

Service Book including leave accounts attached thereto: - Till death.

MANUFACTORY DEPARTMENT

Day book of Credit Sales.

Day book of Realizations.

Store-Keepers Cash book, Permanent Advance Disbursement Register and undisbursed Pay Register.

Subsidiary Cash Register.

Stock book of manufactory plant.

MEDICAL

Case book.

Historical Register.

Register of currents received and issued.

Laboratory Register.

GENERAL

The printed Annual Administration Report of the Department of Prisons and Correctional Services and Government Order thereon.

Circulars of the Director General of Prisons and Correctional Services.

Proceedings of Government.

Office copies of Pay Bills.

Tamil Nadu Government Gazette.

1098. Records to be preserved for 35 years. - The following are the records in Class 'B', which shall be preserved for 35 years and then destroyed, namely: -

FINANCIAL

Books of establishment.

Pay bills and acquittance rolls where these are maintained separately of Government servants for whom no establishment returns are submitted or no service books are maintained.

1099. Records to be kept for twelve years. - The following are the records in Class 'C', which shall be preserved for twelve years and then destroyed, namely: -

Administration Reports and Returns of Prisons.

Medical Officers' Administration Reports and Returns.

Visitor's Book.

Superintendent's Journal.

Medical Officer's Journal.

Jailer's Report Book.

Report Books of the Woman Jailer and the Woman Chief head Warder.

Register of under-trial prisoners.

Register of civil prisoners.

Register of prisoners to be released.

prisoner's punishment Book.

Defaulter Book.

Register of petitions from prisoners.

Garden and Plot Register.

RATIONS

Purchase Book.

Stock-book of Rations.

Diet Roll.

MANUFACTORY DEPARTMENT

Purchase Book.

Stock-Book of Raw Materials.

Stock- Book of Manufactured Articles.

Individual Ledger of Credit Sales (Form No.66).

Transit Register.

MEDICAL

Hospital Register of In-Patients.

Hospital Register of Outpatients.

Invalid Gang Register.

Vaccination register.

Hospital Roll.

Prescription Book.

Assistant Surgeon's Report Book.

Case sheet.

GENERAL

District Gazettes.

1100. Records to be preserved for six years. - The following are the records in Class 'D', which shall be preserved for six years and then destroyed, namely:

FINANCIAL

Pay bills of Government servants other than those mentioned in rule 1098 and acquittance rolls for pay and allowances (Other than Travelling Allowances) when maintained separately.

1101. Records to be kept for five years. - The following are the records are in Class 'E', which shall be preserved for five years and then destroyed, namely:-

General abstract of all classes of prisoners.

Lock-up Register for all classes of prisoners.

Monthly census.

Labour Register.

Register of prisoners sent to Courts.

Clothing and Bedding Register.

Stock-Book and ledger of Stationery and Forms.

Register of articles of uniform received and issued to Warders.

Ammunition register.

Ball practice Register.

Main Gate Register.

Register of orders for execution in the Manufactory Department.

List of Unsatisfied manufactory Indents.

Office copies of all monthly, quarterly, half yearly and annual returns and statements.

Counterfoils of indents.

Register of contingent Expenditure.

Detailed Budget Estimates.

Mortality Return of prisoners.

1102. Record to be kept for three years.- The following records in Class 'F', shall be preserved for three years and then destroyed, namely:

FINANCIAL**TRAVELLING ALLOWANCE BILLS**

1103. Records to be kept for two years.- The following are the records in Class 'G', which shall be preserved for two years and then destroyed, namely:-

- Certificate of Admission of prisoners into prison.
- Nominal Rolls of convicts.
- History Ticket of convicts unconditionally released or who died.
- Indents for Prison and Hospital Clothing.
- Medical Officer's certificate of fitness to undergo solitary confinement.
- Vouchers for cash payments below Rs. 500/-.

- Reports of delivery of charge of office of Superintendent.
- Statement of monthly progressive Expenditure and Correspondence relating to discrepancy in figures.

1104. Special rules for disposal.- The following papers shall be disposed of in the manner shown opposite each, namely:-

(1) Notice of Appeal: Proceedings of Courts of Appeal and orders of Government on petitions from prisoners.	To be filed with prisoner's warrant and retained as long as the warrant is in force.
(2) Warrants for the Production of prisoners under the prisoners (Attendance in Courts) Act, 1955 (Central Act XXXII of 1955).	To be destroyed on the final disposal of the case.
(3) Remissions Sheets.	To be retained in the prison for a period of one year after the unconditional release, death or transfer of the prisoner to whom they relate.
(4) Records relating to the property of convicts.	To be retained for one year after the prisoner's death or disposal.

1105. List of records destroyed.- A list of the records destroyed shall be maintained by the Record Clerk or the Junior Assistant in charge of Records Section and the sanction of the Superintendent obtained before the destruction of any record.

APPENDIX -I

AFTER CARE AND REHABILITATION

The process of after-care and rehabilitation of offenders is an integral part of institutional care and treatment. These two should never be de-linked. The aftercare of a prisoner is an extension of the institutional treatment programme; hence the administrative machinery for carrying out these programmes should be effectively integrated with the Department of Prisons and Correctional Services.

It is clear that after-care, and follow-up service is not required by each and every inmate leaving the prison. A large number of prisoners coming from the rural areas and agrarian and business communities are generally accepted back into their family. They are re-assimilated in the social milieu without much difficulty. They require only some continued contact with their kin and some pre-release counselling to bridge the gap between their life in the prison and that in the free society.

There are other prisoners who resist follow-up action as they consider it a kind of surveillance on them. But, majority of the inmates would welcome such programmes which help them settle in the society after their release, and get themselves rehabilitated beyond the possibility of reverting to crime.

OBJECTIVES

The objectives of the after-care services are:-

- (i) Extending help, guidance, counselling, support and protection to all released prisoners, whenever necessary;
- (ii) Helping a released person to overcome his/her mental, social and economic difficulties;
- (iii) Helping in the removal of any social stigma that may have been attached to the inmate or his/her family because of his incarceration;
- (iv) Impressing upon the individual the need to adjust his/her habits, attitudes, approaches and values to a rational appreciation of social responsibilities and obligations and the requirements of community living;
- (v) Helping the individual in making satisfactory readjustment with his/her family, neighbourhood, work group, and the community; and
- (vi) Assisting in the process of the individual's physical, mental, vocational, economic, social and attitudinal post-release readjustment and ultimate rehabilitation.

Process

After-care services should be extended to all needy persons released from prisons, conditionally or unconditionally or on license. While after-care services should be provided to all needy prisoners, at the very least, prisoners having served a minimum of five years of imprisonment shall necessarily be entitled to after-care services.

After-care problems of an individual should be treated in their totality and not in isolation. Not only the individual but his/her whole social situation must be tackled at the same time.

After-care work should broadly be phased as follows:-

- (i) While the individual is under institutional care and treatment.
- (ii) Immediately after release from the institution.
- (iii) Post-release period.

There should be full coordination between the Correctional Services and the aftercare services.

It is the responsibility of the States to devise and develop mechanisms for rehabilitation of released convicts. For this purpose, Discharged prisoners After Care and Rehabilitation Committees will be set up at the District or State level. Such committees will inter alia devise the mechanism for rehabilitation and aftercare assistance for released prisoners. While devising the mechanism and extending help, special attention will be paid to the protection and post-release care and help of children, adolescents, women, sick, old, infirm and handicapped persons. Special emphasis should be laid on the after-care of habitual offenders, if they so request.

Planning.

Planning for after-care should be initiated immediately after an inmate's admission in the institution.

After-care should be in the interest of the individual, and based on his needs. While planning post-release assistance, factors like the inmate's personality, his weaknesses and strengths, limitations and capabilities, and his rehabilitation needs should be taken into consideration. The inmate's desires for post-release help should be considered on a practical and realistic basis.

The inmate should be told what type of assistance would best suit his needs. He should be encouraged to plan his post-release life, as this would be helpful in his willing acceptance of the after-care plan. He should be prepared for his post-release life.

From the time of a prisoners admission into prison, consideration should be given to his post-release needs and he should be encouraged and assisted to maintain or establish such relations (with persons or agencies outside the institution) as may promote the best interests of his family and his/her own social rehabilitation. Special attention should be paid to the maintenance and improvement of such relations between a prisoner and his family, as are desirable in the best interest of both.

FUNCTIONING OF A PROBATION/WELFARE/REHABILITATION OFFICER

An Officer of appropriate rank is to be appointed as Probation / Welfare / Rehabilitation Officer in each prison. The Probation / Welfare / Rehabilitation Officer should contact the inmate during his/her admission-quarantine period. Such an early contact will be helpful in planning over-all help for the inmate and his family. The Probation / Welfare / Rehabilitation Officer should meet the inmate at least once a month throughout his stay in the institution.

The Probation/Welfare / Rehabilitation Officer should extend all possible assistance in maintaining the inmates continued relationship with his family, employer and community. The welfare of the family members and dependents of offenders, as well as of their victims, should be looked after.

The Probation / Welfare/ Rehabilitation Officer should be associated with the prisoner's welfare services at the headquarter level.

THE ROLE OF N.G.OS / INDUSTRY ASSOCIATIONS

The participation of approved N.G.Os. in the rehabilitation programmes should be extensively encouraged. Voluntary organizations, which wish to help the Government in rehabilitation projects, should be given necessary financial and other help. Their services should be given due appreciation by the Director General of Prisons and Correctional Services.

The public should be educated about the need for rehabilitation of ex-prisoners through print and audio-visual media.

Continuous liaison should be maintained with the agencies / individuals which are willing to give employment to the released prisoners.

Companies that are required to spend 2% of their net profit on Corporate Social Responsibility activities under the Companies Act, 2013 (Central Act 18 of 2013) should be encouraged to contribute funds towards rehabilitation of prisoners. Appropriate steps may also be taken by the State Government to facilitate tax-deductibility of donations made for this purpose in terms of section 80G of the Income Tax Act, 1961 (Central Act 43 of 1961).

SCOPE OF AFTER-CARE ASSISTANCE

The scope of after-care assistance will be determined by the District Committee and may include the following matters:

- (i) Subsistence money to cover initial expenditure after release, till such time as the released person reaches his/her family or obtains employment.
- (ii) Provision of food.
- (iii) Temporary accommodations till housing arrangements are made.
- (iv) Stay in a District Shelter / After-care Hostel / State Home, wherever available.
- (v) Assistance in securing housing in urban areas.
- (vi) Assistance in securing apprenticeship in a workshop / technical institute/ industry/trade.
- (vii) Supply of artisan's tools or trade equipment.
- (viii) Assistance in starting a cottage industry, any small business trade, a small or a stall.
- (ix) Assistance in getting employment
- (x) Assistance in getting land, agricultural equipment, draught or milk cattle, and seeds for those opting to take up agriculture
- (xi) Assistance in starting a small dairy, poultry, duck, or sheep farm / piggery / vegetable gardening / seri-culture / bee-keeping.
- (xii) Liaison with and assistance to prisoner's family during the period he/she is serving a prison sentence.
- (xiii) Help in maintaining continuity in relationship with family, neighbours, employers and community.
- (xiv) Preparing the family, employer and neighbours for receiving the individual after release.
- (xv) Guidance in getting married and setting up a home and resettling in life.
- (xvi) Liaison with local police so that he/she is not harassed unnecessarily.

FAMILY OR MARITAL ADJUSTMENTS

The following adjustments would be required:-

- (i) Explaining to the police the background and problems of the individual and getting help and cooperation from the police in the process of resettlement.
- (ii) Communicating to the Panchayat / Community Development authorities about the background, problems and needs of the released person. Getting the cooperation and help of the Panchayat, Community Development Officer, National Extension Service Worker, and gram Sevak, in the resettlement of a prisoner.
- (iii) Reference to a Social Service Organisation in the neighbouring area where the prisoner is likely to settle after release.
- (iv) Assistance in continuation of education and vocational training.
- (v) Creating interest in education and study. Motivating them to acquisition and improvement of skills, healthy recreation, and constructive use of leisure.
- (vi) Encouragement in building good habits.
- (vii) Help in planning and balancing his budget.
- (viii) Encouraging thrift and savings. Making them leave costly habits.
- (ix) Medical treatment on long-term basis for tuberculosis, venereal diseases, leprosy and cancer, in an outside hospital.
- (x) Posting the released person under the care of a person or family interested in his welfare and resettlement.
- (xi) Protection from getting associated with anti-social groups, agencies of moral hazards (like gambling dens, drinking places and brothels) and with demoralised and deprived persons. Help in establishing contacts, acquaintance and friendship with reliable neighbours, co-residents or co-workers.

LEGAL AID AND PROTECTION

The following aid and protection may be required:

(i) Help in all matters relating to the resettlement and rehabilitation of the released person.

(ii) The After-care agency should be closely associated with the planning of the after-care programme for the inmate.

The plan of after-care of a prisoner should be subject to such changes as would be found necessary by the After-care service.

The Probation / Welfare / Rehabilitation Officer should intensify his work during the pre-release period. He should maintain all the prescribed records under the direction of the Superintendent.

After release from the institution, the case of a released person should be followed up for a period ranging from one to five years according to the requirements of each case.

The Probation / Welfare / Rehabilitation Officer shall establish follow-up study through interviews or correspondence. A six-monthly report evaluating the released persons adjustments and resettlement should be prepared by him and copies of it should be sent to the correctional institution where the individual had undergone treatment and to the record branch in the headquarters organization

The record branch in the headquarters should maintain all the case files and follow-up reports according to the central indexing system

FORMULATION OF SCHEMES

The Industries Department of the Government should formulate schemes for the employment of released convicts in small scale industrial units.

Big industrial houses should be motivated at the level of the Prisons Headquarters to give preference in jobs to released prisoners in the interest of their rehabilitation and social adjustment.

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APPENDIX – II

PROFORMA FOR HEALTH SCREENING OF PRISONERS ON ADMISSION TO PRISON

Case No.

Name Age Sex Thumb impression

Father's/Husband's Name Occupation

Date & Time of admission in the prison

Identification marks

Previous History of illness

Are you suffering from any disease? Yes / No

If so, the name of the disease:

Are you now taking medicines for the same?

Are you suffering from cough that has lasted for 3 weeks or more Yes / No

History of drug abuse, if any:

Any information the prisoner may volunteer:

Physical examination:

Height cms. Weight kg Last menstruation period

1. Paller: Yes / No 2. Lymph Node enlargement : Yes / No

3. Clubbing: Yes / No 4. Cyanosis : Yes / No

5. Lcetus: Yes / No 6. Injury, if any

4. Blood test for Hepatitis / STD including HIV, (with the informed consent of the prisoner whenever required by law)

5. Any other

Systemic Examination

1. Nervous System
2. Cardio Vascular System
3. Respiratory System
4. Eye, ENT

5. Gastro Intestinal system abdomen
6. Teethe & Gum
7. Urinal System

The medical examination and investigations were conducted with the consent of the prisoner after explaining to him/her that it was necessary for diagnosis and treatment of the disease from which he/she may be suffering.

Date of commencement of medical investigation

Date of completion of medical investigation

CHIEF MEDICAL OFFICER.

APPENDIX III

INSTRUCTIONS FOR THE RECORDING OF MARKS, SCARS AND OTHER MEANS OF IDENTIFYING INDIVIDUALS

(See rule 211)

1. In order to give a description of any person sufficient to distinguish him, and make it evident to any other person that he is the individual described, it is usually necessary to note several points. The more uncommon any peculiarity is to mankind in general, the more characteristic it becomes of the individual. and therefore the more valuable as a means of identification. If a man for instance is said to have his face pitted with the small pox marks, it is clear that he must be one of a limited number of people, as the majority are not so marked, but this is not enough to identify him, so long as many persons disfigured by smallpox are to be seen. If it is added that he is blind in one eye, the number of people who combine the two peculiarities would be small, and if it were said that he were blind in the left eye, it would be rendered still smaller, while if he was further described as having a scar the size of a rupee on the back of his right hand or had lost the last joint of his left-thumb and was 178 cm. high, it is clear that the individual would be so well defined that any person found to combine all these peculiarities would without much doubt be the individual described. Therefore the larger the number of peculiarities noted, the more accurate the description, and the more uncommon they are to men in general, the smaller the chance of making mistakes in identification.

2. The cut, shape or material of clothing the colour of the hair or skin and similar attributes, though helpful in certain cases, are ordinarily not of much value, as they are too general and can be stimulated, and it is better to depend on attributes that less common and cannot be copied.

3. It is not necessary to measure every mark and scar on the person. It will suffice if three or more of the most prominent and permanent are recorded. Provided that their positions are accurately given. Care must be taken that the marks selected are permanent, at least so far as it is possible to judge.

4. The following brief instructions as to the manner of recording marks of identification are laid down for general guidance, namely: -

- (1) Marks and scars- These to be of value must be permanent. Their size, shape, locality and probable cause (if known) should be stated, together with their direction and distance in inches from a fixed point.
- (2) The fixed points usually taken are ---
 - (a) For the head and face—the corners of the eyes or mouth, the ears or nostrils which ever may be most convenient for purposes of measurement.
 - (b) For the neck---the seventh or prominent vertebra at the back or Adam's apple at the front.
 - (c) For the arms---the point of the elbow.
 - (d) For the hands---the tip of the middle finger.
 - (e) For the front of the body---the navel and middle line.
 - (f) For the back ---the seventh vertebra and middle

line.

- (g) For the legs---the middle of the bend of the knee.
- (3) In measuring marks on the front as well as on the back of the body, an imaginary line is drawn down the center of body. Scars will be denoted as being either to the right or left of this line, above or below the navel (and below the seventh vertebra on the back).
- (4) To measure the distance of a scar on the trunk of the body from the given point, it will first be necessary to ascertain its distance from a horizontal direction to the right or left of the imaginary line. The next step will be to measure the distance from the point where these imaginary vertical and horizontal lines intersect to the navel. If the scar anywhere on the imaginary line, it will only be necessary to give the distance above or below the navel to localize it.
- (5) (I) It should invariably be stated whether the mark is on the right or left limb and, If so, whether it is on its interior, exterior, anterior or posterior surface.

Examples: ---

- (a) Burn circular in shape, 31 mm in diameter, 127 mm from navel and 76 mm to left median line.
- (b) Longitudinal scar on back 76 mm long, 13 mm broad in the middle, pointed at both ends direction up and out 178 mm from seventh vertebra and 64 mm to right of median line.
- (c) Burn irregular in shape exterior right thigh, 127 mm from bend of knee at its nearest point.

During the examination, a person should be made to stand up right, with hands down and palms turned forwards. The entries about the marks can be considerably abbreviated without becoming unintelligible and should not be unnecessarily lengthy.

- (6) Deformities of any kind should always be recorded. The following are the principal, ---
 - (a) Head---Hair, lip, loss of or injury to an eye, squint misshapen ears, nose or skull, loss of teeth.
 - (b) Body—Loss of or supernumerary fingers or toes, webbed fingers, or toes, webbed fingers, loss of a limb or part of a limb, immovable joints, wasted muscles.
- (7) In addition to marks, scars and deformities, any peculiarity which may specially distinguish the individual under examination may prove, useful, such as unusual height, a stammer in speech, peculiar gait or attitude and the like.
- (8) To give a complete list of all the points that may possibly prove of value as means of identification would be impracticable. The examiner must use his common sense, and note such points as are likely to be most useful.

APPENDIX IV.

PROPER CLEANING AND PREPARATION OF RATIONS.

(See rule 395)

DIRECTION FOR THE CLEANING AND PREPARATION OF THE CHIEF ARTICLES OF RATIONS.

Ragi/Rice. --- A. Cleaning. --- The first object, in dealing with this grain, is to remove both the siliceous outer envelope or husk and also the dust, sand and stones with which ragi is always mixed. Three processes are necessary to accomplish this and none of them should be omitted, viz.

1. Pounding. --- the grain as received from the merchant is dried if at all damp, and then thoroughly pounded in a mortar. This process detaches the outer envelope or husk from the grain.

2. Winnowing. --- the pounded grain is then winnowed, the primitive Indian method of shaking the grain gently out of a basket being generally followed. Much of the husk and some of the finer sand is carried away by the breeze in this process.

3. Washing. --- The pounded and winnowed grain is taken to a tub three quarters full of clean water. One man holds a basin nearly full of water with its rim just above the surface of the water in the tub and having some large pebbles lying at the bottom. By a horizontal circular motion of the basin, he imparts a wave to the water, the upper layers of which fall over the rim of the basin. As he does this, another man pours the pounded grain into the basin in a small steady stream. Everything except the gravel is carried over with the water into the tub below, the gravel only falling to the bottom of the basin. The pebbles in the basin secure the gravel. As the tub becomes filled with the grain, it should be well-stirred, so that all husk, damaged grain and other matters lighter than water rise to the surface. The water is then poured off, and fresh clean water is poured on the grain in the tub and the stirring repeated until the water again gets muddy, when it is poured off as before. This process is repeated until the water remains perfectly clear. This takes generally between five and six changes of water. The clear water is then poured off, the grain removed from the tub in baskets through which all remaining water drains away and finally the grain is spread out on a clean masonry platform and well dried in the sun. The platform must be enclosed by a low masonry wall, 61 to 76 cm high, in order to prevent sand from being blown by the wind over the cleaned grain.

B. Grinding. --- The ragi, when cleaned, should be taken to the store-room, reweighed, and the actual loss in cleaning ascertained and recorded in the Stock book, before it is issued for grinding. The grinding is usually done with country grinding stones. These stones should be placed on wooden tray son raised stands, so that dust and dirt may not become mixed with the flour. The lower stone must be firmly fixed in the tray and the

upper stone must have an iron pin securely driven into it near its circumference. On this pin the driving handle which rotates the stone, works. prisoners should not be allowed to turn the stone except with the aid of the driving handle. The upper stone must be heavy enough to crush the grain: if it wears down on one side, the pin should be shifted so as to alter the point of treatrest friction. The feed-hole through which the grain falls between the two stone should be large enough to allow sufficient grain to pass through without the top stone being lifted. The fineness of the flour falling into the tray will show whether the mill is grinding efficiently.

C. Sifting. --- The finer the particles to which the grain is reduced, the better for cooking and easy assimilation. The outer coat of the grain resists the action of heat and digestion and must, therefore, be ground fine. It contains mineral salts of value and should not, therefore, be entirely rejected. The sieve should be made of fine wire-gauze netting. The "tailings" of portions of the flour which will not be passed through the sieve should be separated and sent back to the Grinding Room to be again passed through the mills. This should be done a third or fourth time, if necessary. There will, then be little loss in the process of grinding and sifting.

D. Cooking. --- Ragi is either baked into cakes, or boiled into a more or less fluid gruel or kanji or boiled into a pudding of the consistency of a firm jelly. Banking does not affect so thorough a cooking of the grain as boiling, and is, therefore, unsuitable except during the moisture periods of the year when evaporation is slight and food is found to agree best when given in a dry form. Ordinarily the ragi for the early morning meal is issued in the form of kanji and for the midday and evening meals in the form of puddings. In making ragi-kanji, the flour is first mixed with a small quantity of water till it forms a dough and then is put into boiling water and the whole boiled together for from 15 to 30 minutes'. It is essential that no further water shall be added after the kanji has been taken off the fire. It should be regarded as a general rule that each 28 gms. of flour should yield 227 gms. Good thick kanji, not watery in appearance and yielding a jelly like mass when it cools.

The cooking of ragi for the midday and evening meals is conducted much in the same way, but a less quantity of water is requisite. About 3 litres should be allowed for every 454 gms. Of flour. Thorough stirring is of the first importance and care, therefore, should be taken that the pots are not too full, for stirring then becomes difficult, and that two broad stirrers (not merely round sticks) are used. The flour should be gradually put into the water by one cook while another mixes it as it falls: if it is all

put in a mass or the stirring is not properly done, lumps of flour will appear in the puddings. The ragi should be boiled for from 30 to 60 minutes and no desire economy in fuel should be allowed to interfere with the thorough cooking of the food. When cooked, the ragi should be ladled out while still hot, into moulds placed either on a polished stone surface, or on trays made of aluminum, sheet iron, or galvanized iron. No wooden surface is suitable.

The divisions of the moulds must be the same distance apart so that all puddings are the same size. Every 28 gms. Of flour should yield a minimum weight of 113 gms. Of pudding, proportion rising to 28 to 127 gms, or 28 to 142. The puddings thus made firm, break with a well-defined line of cleavage and do not show water glistening on the edges. There will generally be a few extra puddings, as it is difficult to boil: several hundred gms. Of flour with a perfectly exact result.

Cholam—A. Cleaning. ---This being a large grain is generally free from sand than ragi and the processes of cleaning are simpler.

- (1) Pounding. ----Cholam is pounded in mortar like ragi. The grain should not be broken. If it is tamped to facilitate the removal of the husk, it must be thoroughly dried afterwards.
- (2) Winnowing. ---The husk is removed by winnowing. No washing follows as fermentation is set up if the grain is allowed to become damp.

B. Preparing and Cooking. --Cholam is not ground but is broken by being pounded in a mortar. When being pounded, the practice of damping the grain, (a favourite Indian habit) should be prohibited, as the damp grain acquires a rancid smell. Care must be taken that Cholam is broken fine enough to be properly cooked. In cooking

much, the same process is followed as with ragi. Care must be taken that Cholam is broken fine enough to be properly cooked. In cooking, much the same process is followed as with ragi. Care must be taken that the cooks do not add hot water to the kanji. Cholam boils to a larger bulk than the smaller grain, and every gram of flour should be required to give five grams of boiled pudding.

Dhall. --- Several kinds of pulse are covered by the term dhall, including the Pigeon-pea, the Lab-lab bean and the Soy-bean. There appear also to be local varieties of the Pigeon-Pea, but all appear to be suitable for consumption though some may require longer cooking than others. Dhall forms a highly important item of the dietary, as it furnishes almost its whole nitrogenous element. It requires very thorough cooking to be digestible. It requires very thorough cooking to be digestible. In most dhall there is a large amount of sand and dirt which should be removed by winnowing. The complete removal of the husk is difficult, it can only be thoroughly accomplished by handpicking but must can be done by careful pounding and winnowing. The dhall should be issued with the curry and not separately as a dry and indigestible ball.

Oil. -- The oil-ration should be issued to the kitchen at the latest hour possible and should then be tempered and added to the curry in the presence of a responsible Officer. It should not be left in the sole custody of the cooks and kitchen warder.

Tamarind, curry stuff, onions and salt. --The only efficient check on these articles is periodical and unexpected weighment at the kitchen.

Vegetables. ---Care must be taken that sufficient allowance is made for the wastage caused by removing skins and other refuse.

Appendix – V SCALE OF TASKS FOR ADOPTION IN PRISONS (see rule 451)					
Sl. No.	Name of the Item	Task and Wages Revised			
	Aluminium Industry	Task		Labour	
1	Aluminium Case Sheet Board	100	Nos.	9	S
				6	SS
				3	US
2	Aluminium Sputtum Cupt with Lid	1	No.	1	US
3	Breast Ticket	2000	Nos.	50	S
				28	SS
				25	US
4	Aluminium karandi (Big Size)	1	No.	1	US
5	Aluminium karandi (Medium Size)	1	No.	1	US
6	Aluminium karandi (Small Size)	1	No.	1	US
7	Butter Milk Measure	10	Nos.	1	SS
8	Aluminium Curry Measure	1	No.	1	US
9	Aluminium Kanchi Measure	1	No.	1	US
10	Aluminium Sundal Measure	2	Nos.	1	US
11	Aluminium Mug	50	Nos.	1	SS
				1	US
12	Aluminium Plate	50	Nos.	1	SS
				1	US
13	Aluminium Bucket	1	No.	1	US
14	Aluminium Deksha 5 Ltrs.	1	No.	1	US
15	Aluminium Deksha 10 Ltrs.	1	No.	1	US
16	Aluminium Deksha 25 Ltrs.	1	No.	3	S
				3	US
17	Aluminium Deksha 40 Ltrs.	1	No.	3	S
				3	US
18	Aluminium Deksha 50 Ltrs.	1	No.	3	S
				3	US
19	Aluminium Deksha 80 Ltrs.	1	No.	3	S
				3	US
20	Aluminium Deksha 100 Ltrs.	1	No.	3	S
				3	US
21	Aluminium Food Tray Sheet	1	No.	1	US

Black Smithy		Task		Labour	
1	Aluminium Curry Undha	1	No.	3	S
				3	SS
				2	US
2	Aluminium Cooking undha	1	No.	6	S
				3	US
3	Aluminium Curry Mixing Undha	1	No.	4	S
				2	US
4	Iron Sheet Cot	1	No.	4	S
				5	SS
				2	US
5	Bed Side Locker	1	No.	4	S
				1	US
6	Iron Screen (Double Fold)	1	No.	10	S
				2	US
7	Iron Saline Stand	1	No.	2	SS
				2	US
8	Double Wash Basin Stand	1	No.	7	S
				2	US
9	Single Wash Basin Stand	1	No.	2	S
				2	US
10	Three Folding Screen	1	No.	10	S
				4	SS
				2	US
11	G.I. Bucket	6	Nos.	1	S
				1	US
12	G.I. Bucket Con. Into Fire Bucket	6	Nos.	2	S
				2	US
13	Food Try Cot	1	No.	2	S
				2	US
14	Examination Table	1	No.	4	S
				3	US
Tag Industry		Task		Labour	
1	Making of Tag	6000	Nos.	1	S
				5	US
Phenyle Industry		Task		Labour	
1	Making of Phenyle	1000	Litres	4	S
				8	US

Sealing Wax		Task		Labour	
1	Making of Sealing Wax	300	Kgs.	4	S
				2	US
Soap Industry		Task		Labour	
1	Soap Making	540	Bare	3	S
				1	SS
				2	US
Paper making and Book Binding Industry		Task		Labour	
1	Binding of Books / Journals 25 cm x 19 cm and 30 cm x 20 cm	100	Nos.	2	S
				3	US
2	Flat File Cases	600	Nos.	10	S
				13	SS
				8	US
3	Making of Card Boards	100	Nos.	2	S
				4	SS
				4	US
4	Making of Covers	5000	Nos.	6	S
				6	US
Paper making and Book Binding Industry		Task		Labour	
1	Bandage Cloth	400	Mtrs.	10	S
				10	SS
				8	US
2	Gauze Cloth	500	Mtrs.	10	S
				10	SS
				8	US
3	1" Tape	300	Mtrs.	2	S
				1	US
4	1/2" Tape	400	Mtrs.	2	S
				1	US
5	14" Tape	500	Mtrs.	2	S
				1	US
6	Civil Debtors Cloth	70	Mtrs.	4	S
				1	US
7	Warders Capet 39"	3	Nos.	2	S
				1	US
8	Convict Carpet 30"	3	Nos.	2	S
9	Twisted Thread	4	No.	1	US

10	Warders Cumbly 50"	1	No.	1	S
11	Convict Cumbly 36"	2	Nos.	1	S
				2	US
Power loom Weaving		Task		Labour	
1	Bandage Cloth	100	Mtrs.	2	S
				3	SS
				1	US
2	Gauze Cloth	120	Mtrs.	2	S
				3	SS
				1	US
3	1/2" Tape	400	Mtrs.	2	US
Weaving Industry (Power Looms) Central Prison, Coimbatore		Task		Labour	
1	Manufacturing of Grey T.C.cloth (Weaving, Warping, Sizing, pirn winding and other (miscellaneous works)	100	Mtrs.	3	S
				3	US
2	Manufacturing of 76 cm Grey Gauze cloth (Weaving, Warping, Sizing, pirn winding and other miscellaneous works)	100	Mtrs.	2	S
				1	US
3	Manufacturing of 91cm Grey Bandage cloth (Weaving, Warping, Sizing, pirn winding and other miscellaneous works)	100	Mtrs.	2	S
				2	US
4	Manufacturing of 61cm to 76 cm of convict cloth (Weaving, Warping, sizing, pirn winding and other miscellaneous works)	100	Mtrs.	4	S
				1	US
5	Manufacturing of 122 cm of convict cloth (Weaving, Warping, sizing, pirn winding and other miscellaneous works)	100	Mtrs.	4	S
				4	US
6	Manufacturing of 152 cm of convict cloth (Weaving, Warping, Sizing, pirn winding and other miscellaneous works)	100	Mtrs.	4	S
				4	US
7	Manufacturing of 132 cm of Turban cloth(Weaving, Warping, Sizing, pirn winding and other miscellaneous works)	100	Mtrs.	4	S
				2	SS
8	Manufacturing of 1/2" Tape (Weaving, Warping, and other miscellaneous works)	450	Mtrs.	3	S
9	Dubbling of 10 s yarn in all counts	100	Mtrs.	4	S
				1	US
10	Reeling and bundling of 10s yarn including reeling tenters and bundlers	100	Mtrs.	3	S
				3	US
11	Bleaching of grey gauze cloth	100	Mtrs.	4	S
				5	US
12	Bleaching of grey bandage cloth	100	Mtrs.	6	S
				5	US

13	Warping of Yarn T.C. and cotton	Consequent on this revision the warping charges are includes the revised weaving charges. Hence, this warping charge is not fixed.			
14	Sizing of Yarn T.C. and Cotton	Consequent on this revision the warping charges are includes the revised weaving charges. Hence, this warping charges is not fixed.			
Tailoring Industry		Task		Labour	
1	Convict lungoties	100	Nos.	2	S
2	Convict towels	100	Nos.	2	S
				1	US
3	Convict shirts (Size I/II) Convict warders shirts	100	Nos.	8	S
				1	US
4	Convict shorts (Size I/II) Convict warders shorts	100	Nos.	8	S
				1	US
5	Middle stitched convict bedsheet (size 7 1/2' x 5 / 8'x4')	100	Nos.	2	S
6	Convict bedsheets with double width cloth (size 7 1/2' x 5 / 8' x 5')	100	Nos.	1	S
				1	US
7	Food tray covers	100	Nos.	2	S
8	Convict warders blue patties 1.25mtrs long	75	Nos.	1	S
9	Colour body silk waisr belt	15	Nos.	2	S
10	Colour body silk based soulder belt	100	Nos.	1	S
				1	US
11	Colour silk laced head band	15	Nos.	2	S
12	Rain coat with cap	10	Nos.	2	S
				2	US
13	Khaki T.C. Half shirts	10	Nos.	3	S
14	Khaki T.C. pants	10	Nos.	3	S
15	T.C. bush coat for women	10	Nos.	2	S
				2	US
16	Glentry caps for convict warders	100	Nos.	5	S
17	Mattress covers	100	Nos.	4	S
				2	US
18	Pillow covers	100	Nos.	2	S
				2	US
19	Cook's apron	100	Nos.	2	S
				2	US
20	Mosquito net	10	Nos.	1	S

Prison Services and Maintenance		Task	Labour
1	Night watchman (Convict prisoner)	To be classified as semiskilled This wages is eligible only for full time work and no other task is allotted to the prisoner.	
2	Repair and service charges for prison made articles	The repair charges should be assessed by the Superintendent Jailor and the Technical person concerned based on the repair by estimate. The repair charges should not exceed the making charges of the articles at any cost.	

APPENDIX VI
POINTS FOR REVIEW BY VISITORS

(See rule 509(3))

1. Buildings—Are the buildings secure and in good repair ? efforts been made to enforce work by means of punishment?
2. Overcrowding—Is there any overcrowding ? If so, where are the excess prisoners accommodated, and are steps being taken to relieve it ? 18. Punishments—Is the ratio of punishments in the prison unduly high ?
3. Conservancy—Is special attention paid to conservancy ? 19. Discipline—Are convicts regularly searched for contraband ?
4. Drainage—Is the drainage of the prison in a satisfactory state ? If not, what are the defects ? 20. Are convicts prevented from wandering about ?
5. Water-supply—Is the water-supply sufficient and good and the means of carriage suitable ? 21. Are gangs of convicts marched about in proper orders ?
6. Have the drinking water wells been cleaned out recently ? 22. Habituals—Are habituals separated from other at night and is their separation from others by day carried out as far as possible ?
7. Food—Are the articles of food in the store- rooms and elsewhere properly kept and in good condition ? 23. Undertrial prisoners—Are there any undertrial prisoners who have been unduly detained in prison ?
8. Does the weight of vegetables agree with the calculated weight in the diet roll and are they of good quality and properly cleaned ? 24. Lunatics—Are there any civil lunatics in prison who have been detained under observation longer than the period allowed by law and if so, on whose warrant ?
9. Is the food issued correct in quantity and properly cooked ? 25. Are there any criminal lunatics who have been unduly detained in prison ?
10. Is the full number of rations for all the prisoners forthcoming ? 26. Females—Are the women prisoners thoroughly screened from the view of male prisoners ?
11. Is the oil added to the curry in the presence of some responsible Officer ? 27. Juveniles—Are Juvenile prisoners under the age of 18 separated, both by day and night, from adults and are those juveniles who have arrived at the age of puberty separated from those who have not, as required by section 27 (2) of the Prison Act, 1894 ?
12. Clothing—Have the prisoners the prescribed amount of clothing and bedding in their possession ? Is it in serviceable order ? Is the bedding placed in the sun every morning when the weather permits and is the prescribed extra blanket issued during the cold months ? 28. Do juvenile prisoners receive instruction ?
13. Bathing – Are the prisoners required to bathe regularly ? 29. Adolescents—Are all adolescent prisoners of ages ranging from 18 to 25 separated at night both from juveniles and adults ?
14. Labour—Are the rules restricting selection in the matter of the extramural employment of prisoners duly observed ? 30. Cells—Is every cell utilised at night ?
15. Are full tasks extracted from all labouring prisoners fit for labour ? Who checks the work done in the evening ? Is the outturn of each convict properly recorded on the work tickets ? 31. Appeals—Has there been any undue delay in forwarding appeals to courts, or in the receipt of Courts' Orders on appeals ?
16. Remission—Is ordinary remission for industry given with reference to the actual tasks performed ? 32. Garden—Is the whole vegetable supply of the prison obtained from the prison garden? If not, why cannot this be done ?
17. Are there any convicts who are not receiving remission for industry through failure to perform tasks ? If so, have 33. Complaints and Petitions— Details of complaints and petitions received, if any.

APPENDIX VII

DISINFECTION AND DISINFESTATION

(See rule-728)

DEFINITIONS

Disinfection.- "Disinfection means the freeing of an article from some or all of its burden of live pathogenic microorganisms which might cause infection during its use. The term is a relative one and disinfection may be described as being partially or highly effective according to the proportion of the pathogenic organisms killed or removed".

Disinfestation.- "Disinfestation connotes the destruction of ectoparasites and their eggs or larval stages by the use of insecticides and the term may be used to include the destruction of any animal parasite".

Deodorant.- "A deodorant is an agent which suppresses bad odours. It merely mucks the putrefactive odours and often has no disinfecting value".

Detergent.- "A detergent is a surface cleaning agent which acts by lowering surface tension and removes bacteria along with dirt".

Sterilization.- "Sterilisation is the process of destroying or removing all microbial life, including spores".

Concurrent disinfection.- "This is immediate destruction of microorganisms present in the infectious material throughout the course of an illness. The disease agent is destroyed as soon as it is released from an infectious person and in this way, further spread of the agent is stopped. Concurrent disinfection consists mainly of disinfection of urine, faeces, vomit, infected linen, clothes, hands, infected dressings, bandages, aprons, gloves, etc.

Terminal disinfection.- "Disinfection of infectious material after the recovery or death of the patient is terminal disinfection. It includes disinfection of rooms, premises and articles that have been in contact with the patient".

OBJECT

The object of disinfection is to disrupt the pathways by which disease agents are conveyed and the procedures adopted are most essential in the control of communicable diseases, as also the knowledge of the special advantages and limitations of the disinfectant or insecticide, so as to choose the one which is effective and economical for the purpose and to apply the same with all the necessary precautions. Thus it is obvious that the work requires trained personnel. Degeneration of the procedure into a more routine one by untrained labour without trained supervision should be avoided, as otherwise there is the danger not only of ineffective disinfection but also creating a false sense of security.

When there is an occurrence of infectious diseases, chicken pox, cholera, diphtheria, leprosy, measles, plague, rabies, infectious hepatitis, whooping cough, virus encephalitis, tuberculosis, Malaria, Tetanus and Poliomyelitis, which are notified under section 62 of the Tamil Nadu Public Health Act 1937

(Tamil Nadu Act III of 1937) information shall be immediately sent to the Municipal Health Officer or the, District Health Officer.

Occurrence of Food Poisoning is to be noticed to the Municipal / District Health Officer under Food and Safety Standard Act, 2006 (Central Act 34 of 2006) and the Rules framed there under.

ADJUNCTS TO SPECIFIC DISINFECTING PROCEDURES.

As a preparatory procedure for disinfection, the premises or articles are to be washed and scrubbed well with hot water and soap or washing soda. This will fairly remove organic matter and bacteria. However the use of specific processes using heat or suitable chemicals is essential for reliable disinfection or disinfestations.

USE OF HEAT

Dry heat-

(i) **Burning.**- Burning or incineration is the best method of disinfection. Disposable articles such as dressings, rags and swabs, infective discharges like stools, vomit, sputum, etc., can be disposed of by burning, by mixing with saw dust, paddy husks, paper or any other combustible material. Flaming with an Etna Stove (Painter's blow lamp) is useful for iron cots to destroy bugs and their eggs. Burning the corpse of a case died of a communicable disease is preferable to burial as it ensures complete destruction of the infective agent.

(ii) **Contact heat.**- The heat from felt iron is sufficient to kill lice in clothing, blankets, etc.

(iii) **Hot air.**- Certain such as glassware, sharp instruments (as they may be damaged by moist heat), swabs and dressings, fats, oils, Vaseline, chalk and powders which are impervious to steam can be sterilized by hot air from an oven. The temperature of the air in the oven is to be maintained at 160 C for at least 60 minutes. A holding time of 7 1/2 minutes is adequate at a temperature of 180 C.

Moist Heat-

1. **Boiling.**- This can be conveniently done under all conditions without any special equipment. Boiling for 5-10 minutes kills all germs. For destroying bacterial spores, temperatures above 100 C are needed. Boiling is suitable for disinfection of linen, utensils, instruments, glassware and rubber goods. For disinfection of linen 1 percent soap and 0.3 percent washing soda can be added and the material boiled for at least 2 hours with frequent stirring as linen and clothing are poor conductors of heat. The simplest and safest method of making water safe for drinking especially in the prevalence of Cholera, Typhoid or dysentery is by boiling.

2. *Steam*.- Steam generated under pressure ("saturated steam") attain higher temperature than ordinary or Current steam. The boiling point of water at a pressure of 151 lbs: Sq. inch (6804 gms; 6.45 sq. cm.) is 121 C ; and at a pressure of 32 lbs. per sq. inch (14508 gms.; 6.45 sq. cm.) is 134 C. 15 minutes and 3 minutes of treatment with steam respectively is enough to steam sterilize articles. Steam generated under pressure penetrates and acts by giving off latent heat when it condenses. This can be conveniently used for disinfection of beds and bed linen as this ensures full penetration of the heat into such bulky articles.

CHEMICAL DISINFECTANT

1. *Lime*.- Quick lime or 10 to 20 per cent aqueous suspension known as milk of lime is a cheap disinfectant. For Disinfecting faeces lime is used. 2 volumes of milk of lime and one volume of faeces are mixed and allowed to remain for 4 hours. White washing with lime is an effective method of disinfecting walls.

(b) *Bleaching Powder*.- This is a very good disinfectant. Good bleaching powder should contain 33 per cent of available chlorine. If it is not stored properly it will lose its active chlorine Disinfection of faeces, urine, sputum, pus, water and rooms can be done with bleaching powder. 400 gm. Of bleaching powder can be added to one liter of faeces and kept for 2 hours making the faeces into liquid state. For disinfecting urine, 5 g. per litre for 10 minutes is recommended. For disinfecting pus or sputum, 200 g. per litre for one hour is recommended. For disinfecting water, a dose of 2.5 g. is recommended for (1000 L) of water and the treatment should last for 60 minutes.

(c) *Potassium Permanganate*: Bleaching powder has replaced Potassium Permanganate as a dis-infectant.

(2) Liquids :

(a) *Formalin* : 2 to 3 percent i.e. 20 to 30 ml/L of water of Formalin (40 percent formaldehyde solution) destroys all forms of micro organisms including spores. Rooms, walls and furniture can be sprayed. It does not injure fabrics.

(b) *Phenol* : Pure phenol or carbolic acid occurs as colourless crystals which turn to dark red on exposure to light. Pure Phenol as such is a poor disinfectant. However crude phenol which is a mixture of phenol and cresols is a cheap and efficient disinfectant which may be used in not less than 10 percent strength for disinfection of faces. In 5 percent strength it may, be used for disinfecting floor.

(c) *Cresol*: Cresol, a coal tar disinfectant is thrice as powerful as phenol and is used as 5 to 10 percent strength for disinfection of faces sputum, rooms, drains, privies, etc. A 5 per cent solution may be prepared by adding 50 ml. of cresol to 950 ml. (one litre) of water.

(d) *Dettol*: Dettol is chlorexylenol. It is non irritating, but readily inactivated by organic matter and hard water. It acts against streptococci, but is ineffective against some gram negative bacteria.

3. Gas :

Formaldehyde: Formaldehyde can be generated by pouring liquid formalin over crystals of potassium permanganate placed in a deep pan or bucket. Formaldehyde generated by pouring 300 ml. of formalin

over 145 grams of Potassium permanganate is sufficient to disinfect 1000 c. ft. of space and the room that is disinfected is to be kept closed for about 6 to 12 hours for better results.

Detergents :

Detergents or surgactants are surface-acting agents. Some common detergents are : (1) Soap : Soft soap (Potassium soap) is better than hard soap (sodium soap) Soap is widely used for cleansing the skin:

(2) Cetrimide (Cetvavlon) is a quaternary ammonia compound and is an active bactericidal agent against a wide range of Gram – Positive and a Gram-negative organisms

It may be used in 1 - 2 percent strength

(3) *Salvon* : Salvon is a combination of hibitance (Chlorhexidine which is a coal tar disinfectant) and Cetaglon. Savlon 1 in 6 in spirit is a better disinfectant than savlon 1 in 20 sqns solution.

DISINFECTION PROCEDURES

1. Faces and Urine :i

The recommended procedure for disinfection of urine and faeces is as follows : Any of the disinfectant mentioned below can be added to an equal volume of faeces and urine and made to stand for 2 hours. But faeces had to be broken up with a stick to allow the disinfectant to act.

If the disinfectants mentioned below are not available enough hot water to cover the mass of faeces with about one fourth to the total bulk, of quick-lime may be added mixed together and left for two hours.

Disinfectant.	Amount	Percent
	per litre.	
1 Bleaching power ..	50 g.	8
2 Formalin ..	100 ml.	10
3 Cresol	50 ml.	5
4 Crude Carbolic acid	100ml.	10

If no other agent is available a bucket of boiling water may be added to a stool which is then covered and allowed to stand until cool. After disinfection, the excretal matter may be emptied into a drain or buried in ground.

Note : Disposal of human excreta, if not properly done will become a source of spread of communicable diseases like Typhoid, diarrhea, Dystenterics, cholera, infectious hepatitis etc. Therefore it is absolutely essential to maintain proper functioning (water seal) flush out latrines.

2. Sputum :

The best method of disinfection is by autoclaving the clothes or articles. Disposable articles can be burnt. If the amount is considerable (as in a large TB Hospital) it is best disinfected: by autoclaving for 20 minutes at 20 lbs/sq. inch (9072 gms/6.45 sq. cm) pressure. Alternatively, 5 percent cresol may be used.

3. Room :

(a) The room and other hard surfaces should be washed copiously with soap water and left open for 48

hours. When possible, the room should be exposed to direct sunlight for several hours.

(b) For chemical disinfection, floors and walls may be mopped with 2 1/2 per cent cresol, 5 per cent phenol or 10 per cent formalin and left for atleast 4 hours before final washing with water.

(c) Room disinfection is better done with formaldehyde vapour fumigation for 6 hours. This can be done by boiling commercial formalin in two volumes of water (500 ml. of formalin plus 1 litre of water per 30 cubic metres of space), or by adding potassium permanagante to commercial formalin in large jars (170-200 g. to 500 ml. of formalin plus one litre of water for 30 c metres. of space).

4. Linen :

Bedclothes, covers and towels should be boiled or steam disinfected. Linen soiled with excreta should be soaked in a disinfectant (2 1/2 per cent cresol) for 12 hours before being washed, otherwise a permanent stain will result.

5. Dead Bodies :

When there is a possibility of transmission of disease, dead bodies may be wrapped in a bed sheet soaked in 10 per cent formalin or 5 per cent phenol while awaiting disposal.

6. Instruments

Cutting instruments like knives and scissors should receive chemical sterilization by keeping them soaked in "Lysoil" or carbolic acid. Boiling in water or autoclaving should be avoided, because such procedures blunt their edges and impair their utility. **DISINFECTION PROCEDURES.**

D.D.T.

This is an organo-chlorine compound having a residual action as long as 18 months depending upon the treated surface. A 5 per cent suspension at a rate of 2.27 litres of 5 per cent solution sprayed over 92.90 square metres gives a dosage of 100 mgs. 9.290 sq. decimeters (1 gallon over an area of 1,000 sq. ft. gives a dosage of 200 mg./sq.ft.) 5 to 10 per cent strength D.D.T as powder is used to control lice, fleas, ticks and bugs.

B.H.C.

This is another organochlorine compound having a shorter residual action of upto 3 months. A dose of 26 to 50 mg./sq.ft. is recommended.

Dischloroves (DDVP)

This is highly volatile organo phosphorus liquid insecticide. This is marketed as "Nuvan". It acts by its fumigant action. Spray with 1-2 per cent solution in water (10-20 ml. in OL Water) is very effective against flies. This is an excellent insecticide for outdoor spraying.

Note: Flies act as mechanical agents in the spread of

diseases like cholera dysenteries, diarrhoeas, Infectious Hepatitis Poliomyelitis etc. Hence fly breeding should be avoided in any place of human habitation by efficient removal of fifth and rubbish.

Pyrethrum :

Pyrethrum extract (0.1 per cent pyrethrins) is an excellent space spray and kills adult mosquitoes and other insects instantly on more contact. A fine atomised solution at the rate of 1 1/2 to 1 oz./1000 c.ft. of space is recommended. Doors and windows of the room have to be kept closed for 1/2 an hour after spraying.

Cyanogas :

Calcium cyanide or cyanogas is used for the fumigation of rat burrows. The chemical in powder form is pumped into

rat burrows by a special foot pump (cyanogas pump). The existing opening of the burrow is closed and 2 oz. of the chemical is pumped in and the burrow is immediately sealed with mud. With moisture Hydrogen cyanide is produced from the chemical which kills fleas and rats. However because of its poisonous nature, trained personnel are necessary for the purpose.

DISINFECTION OF PERSON

Control of Lice and Itch mite

The army method of application of a benzyl benzoate D.D.T. formulation will suffice to destroy the itch mite as well as lice.

Formulation.

Benzyl Benzoate – 10 parts by weight.

Ethyl-p-aminobenzoate (Bensecaine) – 2 Parts by weight.

(Bensecaine) – 2 parts by weight.

D.D.T. – 1 part by weight.

Ethyl alcohol – 100 parts by volume.

A single application by mopping the whole body liberally with this formulation and allowing to dry (and the man instructed not to bathe for 24 hours) will effectively deal with these two conditions.

(2) If lice alone are to be dealt with, dusting the skin and under clothes and hair with 10 per cent DDT powder will suffice.

One repetition of these applications may be necessary after an interval of about two weeks.

Control of Scabies.

The patient is given a soap and hot water bath and scrubbed well. 25 per cent Benzyl Benzoate is applied to all parts of the body below the waist. The application is repeated after 12 hours and after another 12 hours another bath is given. All clothings are changed and washed in hot water. A second application can be given after a week.

APPENDIX VIII**RULES RELATING TO WATER ANALYSIS**

(See rule 765)

(1) Samples for bacteriological and chemical examination shall be submitted to the Water Analyst Laboratory at King Institute Campus, Guindy/Water Analyst Laboratory, Principal Public Health Laboratory at Coimbatore. With regard to Water Analyst Laboratory at King Institute Campus Guindy, water samples from all districts of Tamil Nadu except the Nilgiris, Coimbatore, Erode, Salem and Dharmapuri shall be sent for test. Water samples from Coimbatore, the Nilgiris, Erode, Salem and Dharmapuri shall be sent to Water Analyst, Principal Public Health Laboratory at Coimbatore.

(2) Whether the prison supply is derived from Municipal sources or not sample shall be sent to the Water Analyst Laboratory at King Institute Campus, Guindy/Water Analyst Laboratory, Principal Public Health Laboratory at Coimbatore for analysis once in four months as the water supplied by the Municipal Mains is likely to undergo deterioration either in its distribution or subsequent storage.

(3) Necessary sampling containers and instructions for sample collection shall be obtained from the Water Analyst Laboratory, King Institute Campus, Guindy/Water Analyst Laboratory, Principal Public Health Laboratory, Coimbatore and samples sent for analysis strictly adhering to the instructions of Chief Water Analyst of either the water Analysis Laboratory at King Institute Campus, Guindy

or Water Analyst at Principal Public Health Laboratory, Coimbatore.

(4) Bottles for conveying samples for Bacteriological examination can be obtained from the Chief Water Analyst King Institute Campus, Guindy/The Regional Water Analyst, Principal Public Health Laboratory, Coimbatore.

(5) The date and hour of the visit of the sample taker shall be ascertained well in advance to enable the samples to be prepared and delivered, and the Superintendent and Medical Officer will be held jointly responsible for the measures taken to ensure delivery in proper time and in a proper condition as regards packing and the keeping of the samples for bacteriological examination at the required temperature.

(6) The samples to be delivered at the Laboratory are to be entrusted to trustworthy warders, who shall be held responsible that the samples are not neglected or allowed to pass out of their care, until delivered into the charge of the sample taker in person.

(7) All expenditure incurred in the purchase of ice, packing, railway fares and the like, in connection with water analysis, is to be charged in the contingent bill against "Medical and Sanitary"

APPENDIX IX

RULES FOR THE SUPPLY OF ARTICLES TO THE POLICE DEPARTMENT

[See rule 1021(1)]

I. Under orders of Government, the following articles are supplied by the Department of Prisons and Correctional Services to the Police. No purchases of supplies here mentioned may be made by the Police Department in the Open market without special orders of Government

1. Boots and Shoes.
2. Khaki and white uniforms.
3. Cotton cloth.

II. The Director-General of Police shall furnish yearly to the Director General of Prisons and Correctional Services at such time as may be agreed upon, a statement showing: —

1st— the number and description of the articles required by the Police Department;

2nd— the districts for which they are required;

3rd— the stations at which they are to be delivered;

4th— the dates on which each issue is to be ready at the headquarters station of the district in which it is to be distributed;

III. Supplies shall be delivered by the Department of Prisons and Correctional Services at headquarters of districts and at the Central Office, Madras, on fixed rates half-yearly or quarterly as may be agreed on.

IV. All cotton cloth shall be delivered at the Central Office, Madras Boots and shoes shall be delivered at District Headquarters as noted in the indent of the Director General of Police or as may be ordered by the Director General of Prisons and Correctional Services.

V. All police khaki, white uniform, boots and shoes shall be examined before despatch from the prisons where they are manufactured by a Committee composed of prison and police Officers assisted by subordinates, who shall decide if the articles are, as required by G.O. No. 1368, dated 2nd October 1971 para 19, bonafide serviceable for police purposes. In judging of the quality of articles, they must be tested by the sample patterns and with reference to the time each article is required to be in use.

VI. Each article shall be separately and thoroughly examined in detail by the subordinates under such arrangements as the Officers composing the Committee may decide on. In case of a difference of opinion arising between the members of the Committee as to the quality of any article, the opinion of a competent judge or judges

un-connected with prison or police department should be obtained, if possible, with special view to its being ascertained if the article is serviceable for police purposes. The decision of such reference shall be final. If no referee can be obtained, the dispute must be settled by the heads of the two departments.

VII. All articles shall be examined and counted immediately after receipt at District Headquarters. No objection shall be attached to which is not made immediately after such examination. No District Officer shall be at liberty to reject any article passed as serviceable by the Committee, unless such articles is damaged in transit and before delivery. The Department of

Prisons and Correctional Services shall be responsible for all articles till delivery. No District Officer shall be at liberty to refuse to receive any supplies passed by the Committee and allotted to him according to general indent of the Director-General of Police. Arrangements for disposal of surplus supplies shall be made departmentally after receipt.

Explanation—For the purpose of this rule “District Officer” means an Officer at the district level to whom the prison made articles are due to be supplied

VIII. All requisitions for supplies on the Department of Prisons and Correctional Services shall be made through the Chief Office of the Director-General of Police, Madras and all objections made as to quality of supplies shall be forwarded through the Director General of Police and not to Officers of the Department of Prisons and Correctional Services direct. Superintendents of Police shall report the receipt of all articles received from prisons for information of the Director-General of Police.

IX. All cotton cloth shall be forwarded by the Department of Prisons and Correctional Services direct to Madras to the Chief Office of the Director General of Police where it shall be examined and measured. With each consignment of cloth, a list of bales showing the length, breadth and quantity of each piece of cloth in the consignment shall be sent. The measurement of the Store keeper of the Chief Office shall be accepted as correct by the Department of Prisons and Correctional Services in preparation of bills presented to the Police Department for payment, subject to the following provisions.

X. The Director General of Prisons and Correctional Services, may, if he considers it necessary, direct an Officer of his department to be present when measurement is made. In case of dispute, such Officer may attend for re-measurement.

XI. Cloth which may be rejected by the Police Department as bonafide unserviceable for Police Purposes may, if the Director General of Prisons and Correctional Services considers it necessary, be submitted to an expert (to be mutually selected) for an opinion. The decision of such referred shall be final.

XII. All articles examined by Committee are to be compared with the sealed patterns already furnished under orders of Government by the Police Department, and the Committee shall mention in their report whether the articles passed by them are equal in texture, size and workmanship to such sealed patterns, or in what respect they fall short

of the standard. All articles bonafide serviceable according to the pattern specified by the consuming departments, if any, or according to the standard pattern may be passed notwithstanding difference from such of the patterns.

XIII. Officers in-charge of prisons shall make their own arrangements for the despatch of articles supplied to the district for which they are required, notifying to the Superintendent of Police of the districts the quantity sent and the date of despatch. Bills for carriage, etc., shall be paid by transfer of Credit through the treasury as may be ordered by Government.

APPENDIX X
CLASSIFICATION OF THE PREVIOUS OCCUPATIONS OF CONVICTS FOR THE PURPOSES OF STATEMENT NO.II IN FORM NO.101 OF THE MONTHLY RETURNS
 (Sec Rule 1078.)

A	B	C	D	E	F	G
<i>Persons employed under Government or Municipal or other local authorities</i>	<i>Professional Persons.</i>	<i>Persons in Service or performing personal offices.</i>	<i>Persons engaged in agriculture or with animals.</i>	<i>Persons engaged in commerce and trade.</i>	<i>Persons employed in mechanical, arts and engineering operations.</i>	<i>Miscellaneous persons not classed otherwise.</i>
1	2	3	4	5	6	7
All classes of persons in the Civil or Military Service of Government (including village Officers), in the service of a local Board or Village Union and in the Service of a Municipality and pensioners of Government, Local Boards or Municipalities.	Clergymen, All Monks, Priests of any denominations Barristers, Attorneys, Lawyers Pleaders and Vakils, Doctors and Physicians, Chemists, Dentists Editors, Poets, Novelists, Pandits, Educationists not falling under column A. Photographers, Astronomers, Musicians, Sculptors, Astrologers, Taxidermists, Accountants, Pujaris, Alchemists, Architects, Printers, Publishers, Nattuvans, Dramatists, Actors, Sailors.	Keeper of places of public entertainment or amusement. Railway employees, Stable-keepers, Carriers, Pilots, Hotel-keepers, Boarding-house-keepers, Domestic servants other servants Barbers, Dhobies, Watchmen, Scavengers, Coachmen and syces, Bandy-drivers, Boatmen, Clerks, Accountants, etc., employed in private service.	Ryots, Farmers, Gardens Persons working in lands and engaged in the growth of grains, fruits and grasses and other products and all men engaged with animals or the cultivation of lands. Herdsmen, Milkmen, Jockeys, Toddy drawers, Fishermen, Agricultural labourers.	Merchants and other wholesale dealers. Warehousemen. Money changers and lenders. Bankers, Shipping, Forwarding and Carrying Agents, Brokers. All retail dealers of every description. Cobblers Butchers, Tailors and Cutters.	All persons engaged in industries in which machinery is employed, Engineers, Mechanics, Bricklayers, Carpenters, Blacksmiths, Goldsmiths, Tinkers, Masons, Watch-maker Cabinet makers. Manufacturers Builders, Factory hand Weavers, Dyers, Generally all workers in metal stone or wood. Potters Bangle-makers Rattar-wokers Basket-makers Tanner Curriers.	Beggar, Pandarams, Labourers other than agricultural School children. Monkey dancers. Snake charmers, Acrobats.

APPENDIX – XI**HANDBOOK FOR PRISONERS****PRISONERS' RIGHTS AND OBLIGATIONS****A Handbook for Prisoners**

BUREAU OF POLICE RESEARCH & DEVELOPMENT
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA

Introduction

The preparation of this handbook is a modest step towards lending credence to human rights initiatives in prisons. An attempt has been made to clearly and lucidly inform and explain to the prisoners their rights and duties within the framework of the prison walls. This handy manual will not just meet a long-felt prisoners' need but also move the authorities towards further streamlining prison procedures and functions. While on the one hand it will make the prisoners more alive and aware about their rights, on the other it will help the prison authorities to become more sensitive and alert to prisoners' human needs. Similarly, a clear understanding of their duties shall help the prisoners to know their limitations and make the day-to-day functioning of the prison administration smoother.

The intention is to protect human rights and dignities in a prison; yet it is also being effectively conveyed that facilities and privileges in a prison cannot be taken for granted. Thus while an effective grievance redressal procedure is put in place, the prisoner is also clearly told that his privileges and other facilities are contingent on his good conduct. While all human and civil rights are extended to him, it is also incumbent upon him to abide by the prison rules and regulations.

Though it would have been proper to make a clear distinction between absolute rights and discretionary rights, the privileges and the amenities, it would have been a little confusing for the prisoner. On the premise that any conflict would be resolved by further referring to the exhaustive jail manuals and prison rules and regulations, rights and duties have been listed under convenient headings that can be easily understood by an average prisoner. Since the prisoner is the audience here, all efforts have been made to make the handbook

simple, readable and pleasing to the eye. To avoid reader fatigue, the text has been peppered with appropriate and communicable illustrations.

Finally, though it will be in bad taste to refer to happiness in a prison setting, a certain level of contentment can be created through a humane and congenial atmosphere, where the rights are met and obligations are fulfilled. This handbook strives to make a move just towards that.

Admission

At the time of admission a prisoner shall

- be treated with courtesy.
- submit to thorough search.
- notify details of his identity, family members, close relatives, friends, legal representatives and diplomatic mission in case of foreigners so that they can be informed about his admission or transfer.
- submit a list of persons who are likely to seek interviews with him.
- deposit his personal belongings with the jail authorities, which shall be registered in the prison record and returned to him on release.
- be informed of the rules, regulations, his rights and obligations and his legal status in prison.
- be classified for the purpose of segregation according to his



status like undertrial, detainee, convict, juvenile, woman, habitual, high risk etc.

Classification and Medical Examination

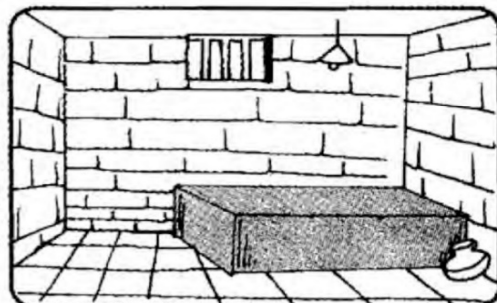
A prisoner after admission shall be kept separately for some time, according to his classification, in the reception ward

- for medical examination, observation etc.
- to get his injuries, if any, examined.
- to have a medical screening where he will give truthfully and freely his medical history, including correct information about blood group, allergies, etc.
- to be vaccinated, if needed.



Accommodation

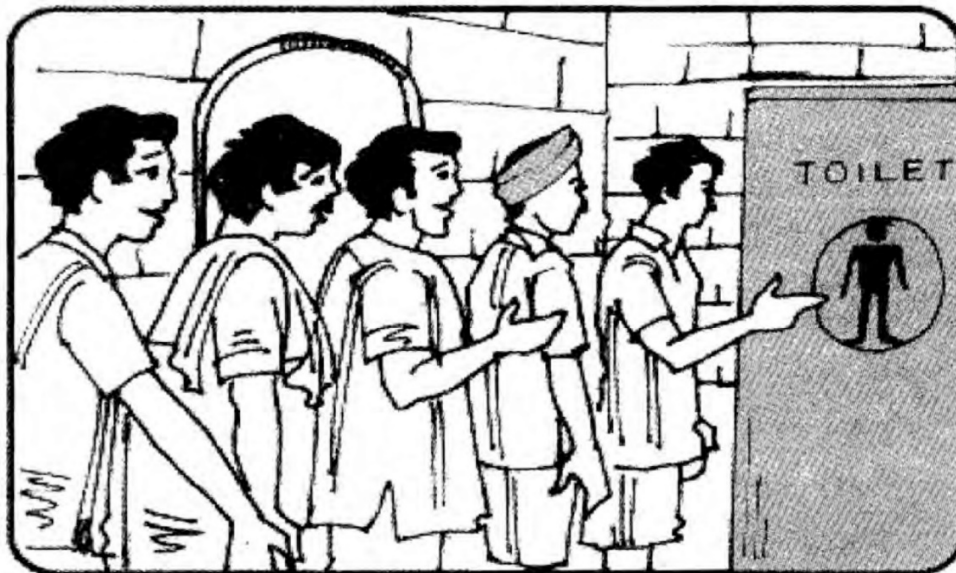
- Every prisoner shall be provided adequately ventilated, clean and sufficient living space with good lighting system.
- He shall be accommodated separately according to the classification and socio-cultural background.



Sanitation and Hygiene

A prisoner shall

- maintain personal cleanliness and all-round hygiene at all times.
- keep his clothes, blankets, bedding, utensils and his surroundings clean and orderly.
- ensure that he and his fellow inmates keep their living place neat and clean and they do not spit around.



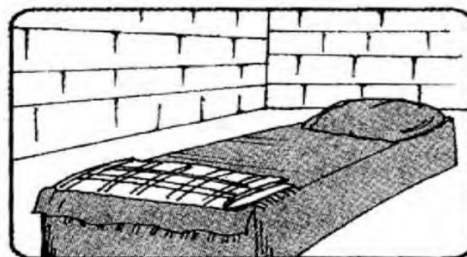
- make separate queues for latrines and urinals.
- shall wait for his turn in the queue for nature's call.
- shall ensure that the previous user flushes the latrine/urinal after use, and he shall do the same.
- shall only spend as much time in the bathroom as is absolutely necessary and be sensitive to the fact that others are waiting for their turn.
- not litter the surroundings.

- keep his nails clean and trim them regularly.
- wash his hands before working in the cook house or before touching food articles.
- bathe and wash his clothes everyday.
- be provided with adequate water supply for bathing and washing, sufficient toilets and a good drainage system with periodical repairs and maintenance.
- be provided shaving and other soaps, brush etc. at Government cost.
- be provided the services of the barber for shaving or clipping.



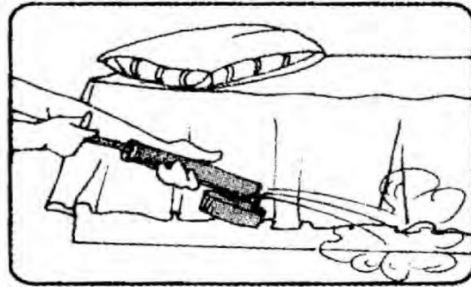
Clothing and Bedding

- A prisoner shall be provided sufficient, proper, neat and clean clothing and bedding, according to season.
- Undertrials and those awarded simple imprisonment can wear their own clothes. If they do not have sufficient clothing or bedding, the same shall be provided at Government cost if the Superintendent permits.
- A prisoner can wear his own clothes whenever authorized to move out of the prison.
- He shall wear the clothing given to him and not exchange it



or any part of the prison kit with that of any other prisoner.

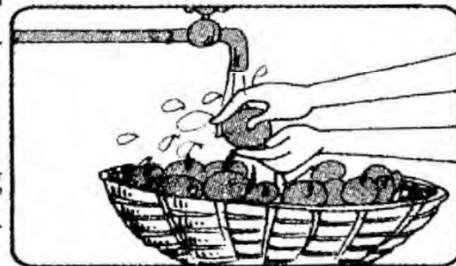
- He shall be provided the facility for washing, proper aeration and periodic fumigation of clothing and bedding.



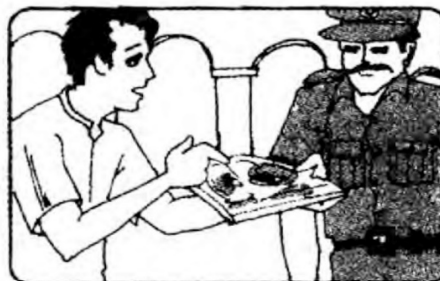
Food

A prisoner shall be provided

- three meals a day according to the prescribed diet.
- timely, hygienic, nutritious and medium quality food in sufficient quantity.
- properly inspected food, cooked and served in appropriate utensils.
- food articles, which are properly cleaned, carefully sifted, inspected and preserved in good and wholesome condition.
- fresh vegetables.
- potable and sufficient drinking water, made available conveniently at all times.
- a special diet as prescribed by the medical officer, if he is sick.
- extra nutrition in case of a nursing or pregnant woman or a juvenile.
- extra or reduced scale of diet only on the medical officer's advice.
- special diet on religious festivals and national holidays.
- food suitable to the occasion if he is observing fast or *rozās*. However, a medically unfit prisoner is not allowed to fast without permission of the medical officer.



- the entire daily ration at evening meal if he is fasting. He is allowed to take it to his barrack or cell for use during night or the following morning.



- If food is insufficient or inferior in quality, a prisoner can complain to the jailor in charge of the kitchen, who will promptly investigate and report the facts to the Superintendent.

Health Care

A prisoner is entitled

- to proper and free health care, including specialist treatment and dental care.
- to second medical opinion and access to all medical information concerning him.
- to space and material for daily physical exercise to help him keep a good physical and mental health.



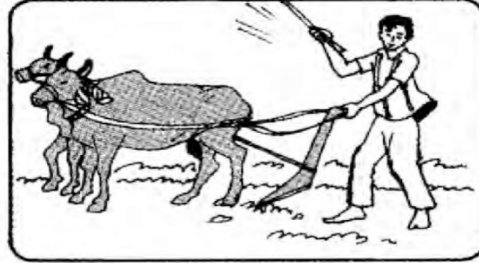
Work and Wages

A prisoner

- who is medically fit shall work to gain skills for rehabilitation after release.
- cannot be subjected to forced labour.
- who is an undertrial or a prisoner under simple imprison-

ment cannot be allotted any work unless he so desires.

- shall not be employed on labour for more than the stipulated hours in any one day, except in case of an emergency and by the order in writing of the Superintendent.
- has the right to protest or complain if the officers and the prison staff employ him for private work at their residences and attached gardens.
- has the right to weekly off. No work except menial and other necessary work shall be done on sundays and other prison holidays.
- will be protected from undue exposure to the vagaries of weather while at work.
- who works shall be paid fixed wages on condition that he completes his daily quota of work to the satisfaction of the prison authorities.
- shall have his wages credited to his wage account.
- can spend a part and send a part of his wages to his family.
- shall get the saved amount on his release.



Facilities and Amenities

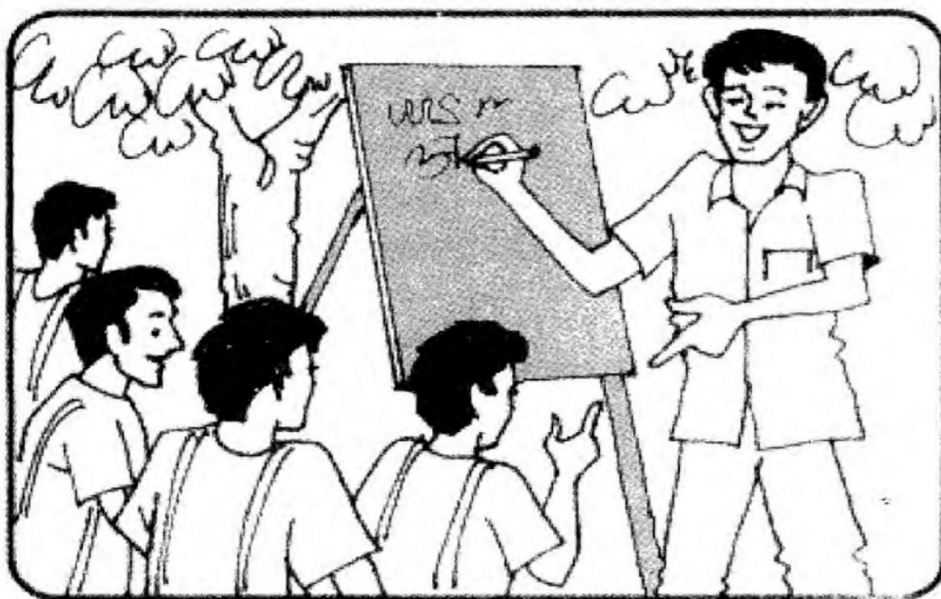
- A prisoner can spend part of his earnings on postcards, envelopes and the likes, books and other approved items and payment of fine or other legal obligations.
- He has canteen facilities for purchase of foodstuffs, articles of daily use like soap, toothpaste, oil, comb, tea, coffee, milk,



stationery etc.

- He can participate in recreational and cultural activities, yoga classes and sports organised from time to time.
- He can keep postcard size family photos.

Education



A prisoner

- has the right to education.
- shall be provided facilities for literacy classes and vocational training.
- has the right to pursue higher studies.
- is entitled to the same standards and contents of education as prevalent in the state of his imprisonment.
- has the right to access the prison library.
- desirous of higher studies or otherwise may possess any number of books with the Superintendent's permission.

Religion

- A prisoner has the right to observe the tenets of his religion, attend religious functions and have access to representatives of their religion.
- He can keep with him religious books and pictures.
- He is to be provided with place of worship.

Appeal, Petition and Legal Aid

A prisoner

- desiring to appeal is granted every facility for appealing to the proper appellate court.
- is entitled to free legal assistance of his choice.
- is entitled to appeal and petition according to the provisions of law and for legal defence.
- can delegate power of attorney to settle property, land, civil suits, business etc. and execute his will.
- can make representations and complaints on matters such as appeals, assaults or ill treatment, when the Superintendent visits prisoners during the day.

Contact With Outside World

A prisoner has the right to communicate with the outside world through media, letters and interviews. He can communicate and interview in privacy with legal advisers, diplomats (in case of foreigners), his family members and friends.

Letters

A prisoner

- can write letters at government cost.
- can write to his near relatives and friends only.
- can write the number of letters per month as notified.
- can receive unlimited number of letters.
- can be allowed additional letters for legal purposes at the Superintendent's discretion.
- can be extended facilities for sending telegrams or registered letters in suitable cases at his own cost.
- cannot correspond with inmates of other prisons, except with those who are his close relatives with the permission of the Superintendent.
- can be disallowed letters for reasons of security, discipline or during emergency.
- can be permitted by the Superintendent to substitute a letter for an interview or visa-versa.
- will only correspond on personal or private matters.
- is forbidden to include any matter likely to become subject of political propaganda or any strictures on the administration of the prison.



- Letters both incoming and outgoing are censored according to prison rules and recorded in the history ticket of the prisoner. Those with objectionable cryptic or suspicious contents shall be withheld under intimation to the prisoner. But he shall receive the censored letters without delay.

Interviews

Interviews are granted only to near relatives, friends and legal adviser of a prisoner with the permission of the prison officials and consent of the prisoner.

- Every undertrial or convicted prisoner, during the period of appeal, is entitled to see his relatives or friends or the legal adviser and communicate with them as and when required, at the discretion of the Superintendent, to enable him to prepare or file an appeal, arrange for bail or surety, payment of fine or to manage his property and other family affairs.
- The visitor and the prisoner shall be subjected to search



and strict vigil during interview.

- Interviews between prisoners are only allowed if they are members of their families, that is, spouse, children, father, mother, brother and sister.
- Interviews are ordinarily granted on working days and

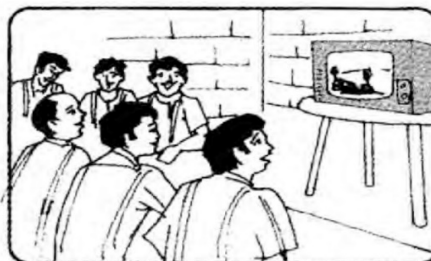
during the hours notified in front of the prison gate, the visitors' waiting room and the inquiry office.

- Interviews are granted on Sundays and prison holidays in exceptional cases only and with the permission of the Superintendent.
- The duration of an interview shall normally not exceed the prescribed time limit.
- During an interview with father, mother, children, wife, sister, brother or a joint interview with his friends and relatives, up to five persons are permitted.
- A prisoner is entitled to only stipulated number of interviews every month.
- A prisoner on hunger strike shall not be granted interviews and other facilities.
- No political matters shall be discussed during an interview.
- An interview may be terminated at any moment if the Jailor present considers there is sufficient cause to do so.

Media

A prisoner

- can access news through books, newspapers, television, radio etc.
- may be allowed by the Superintendent to have at his own cost any newspaper or periodical approved by the state government.
- is provided newspapers and periodicals approved in the prison library.



□ All privileges such as interviews, letters and facilities for reading are contingent on the good behaviour of the prisoner and the Superintendent may withdraw or postpone privileges of an individual for misbehaviour and unsatisfactory conduct or use them as reward for good behaviour.

Security

- Prisoners are classified according to the risk they pose to others and kept accordingly.
- They can be subjected to restraint as a precaution (i) against escape during transfer; (ii) while attempting damage to property or physical attack on others or self; (iii) on medical grounds.
- Prisoners shall be provided protection from other prisoners.

Duties and Obligations

A prisoner shall

- maintain discipline and obey all prison rules and regulations.
- maintain strict silence at all times except when any enquiry or instructions relating to work are necessary.
- not keep *bidis* or cigarettes in his possession.
- smoke only at such places and during such periods as specified by the Superintendent.
- not leave his work or his line to make any representation.
- not destroy the equipment of the cell or damage buildings or prison property.

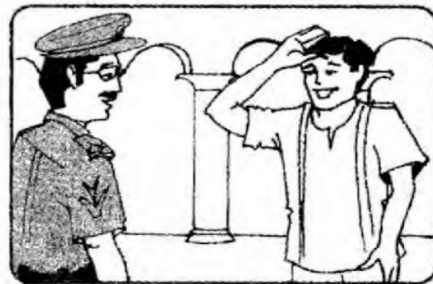


- report any plot or conspiracy, and any attempt to escape or preparation for escape, or for an attack upon any prisoner or prison officer.
- perform his allotted tasks willingly and carefully and take proper care of any Government property entrusted to them for the purpose.
- not receive or possess any prohibited article like alcohol



and other intoxicants, cash, ornaments, arms and ammunition, ropes and strings etc.

- not loiter outside the wards or in the wards after the doors have been opened, or bath or visit the latrine at awkward hours.
- not commit any nuisance or dirty any article in the prison or any part of the prison.
- not gamble, barter or play any game in the prison (unless permitted by the Superintendent).
- remain strictly within their gangs and within the part of the jail in which they are confined, unless ordered by proper authority to leave it.
- keep in file when not at work, and strictly carry out regular parades.
- show respect to all prison officers and not strike, assault or threaten them or any prisoner.



- help prison officers in case of any attack on them.
- abstain from abuse, quarrelling, loud laughing, loud talking and indecent behaviour.
- On refusal to observe the legitimate rules a prisoner can be subjected to disciplinary action and punishment. However, he shall be informed of his offence before being punished and given the opportunity to present his defence and appeal to the higher authorities.

Prison Offences

The following activities are considered offences inside the jail premises. A prisoner indulging in any of these is liable to be punished;

- not following the prison rules and regulations.
- attack anyone or use undue force.
- use insulting or abusive language.
- show unwillingness to work.
- uncivilised or immoral conduct.
- deliberate refusal to work.
- attempt to break open handcuffs or fetters.
- unwillingness or refusal to work by those undergoing rigorous imprisonment.
- deliberately destroy or damage prison property.
- damage or destroy the history ticket.
- possession of a prohibited article.
- pretence to illness.
- plot or abet any prison offence.
- failure to report any fire outbreak or plot or conspiracy about attempted escape or preparations for escape, or an attack upon any prisoner or prison officer.
- any other action or activity that can be considered as offence under prison rules.

Prison Panchayat

All prison inmates have to participate in prison panchayats, wherever they are constituted. The purpose of the panchayat is to help the administration

- maintain proper sanitation, hygiene and cleanliness.
- establish an efficient cooking service and proper distribution of food.
- extend facilities and amenities to inmates such as medical help.
- organise recreational activities.
- maintain good behaviour among the inmates in barracks and workshops.
- help the prison administration in all matters, which are conducive for establishing a proper atmosphere in the prisons.

Leave

- Every prisoner is entitled to temporary release or leave according to rules.
- Ordinarily, leave is not granted to a prisoner within a period of six months from the date of his return from special leave or earlier leave.
- A prisoner desirous of leave will furnish personal bond of the amount fixed under the rules. In case of abuse of trust the prisoner is liable to stipulated penalty or punishment.
- Leave is not granted unless a prisoner has a relative willing to receive him while on temporary release and ready to furnish the required surety bond.
- The cost of journey both ways is borne by the prisoner released on leave. If he is not in a position to do so, and the

sanctioning authority so directs, a portion or whole of expense might be borne by the state government.

- As soon as a prisoner released on leave surrenders himself to the prison authorities, his order of release becomes inoperative. Thus if a prisoner who is released on leave has applied for extension of the period of leave, and before his application is sanctioned he surrenders to the prison authorities, he shall not be released after such surrender without obtaining a fresh order from the sanctioning authority.
- The leave period is counted as a remission of sentence, subject to certain rules.

□ A prisoner has no legal right to claim release on leave.

Special Leave

A prisoner

- is sanctioned special leave (parole) for such period as the competent authority may order in case of serious illness, or death of any member of his family or of his nearest relative or for any other sufficient cause.
- can be allowed special leave by the IG of prisons to appear in an examination.
- convicted of serious offences, when allowed special leave, is to report regularly at the police station nearest to the place where he intends to spend his time.
- is granted special leave subject to his executing a surety and personal bond and to observe all conditions, which apply.
- who abuses the concession or commit breach of any of the conditions of special leave shall be punished.
- is granted special leave either on his own application, or

made by his relative or friends, or the legal adviser.

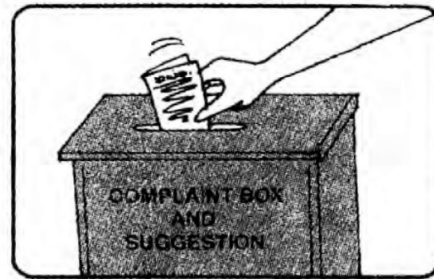
- ❑ The special leave order becomes ineffective on a prisoner's surrender.
- ❑ The period spent on special leave shall not count as remission of the sentence.

Remission

- Remission is an incentive to a prisoner for his good behaviour and work.
 - Ordinary remission is granted subject to rules and as per the scale fixed for good conduct and standard performance of allotted work.
 - A prisoner who has not committed any prison offence during the period of one full year is eligible for annual good conduct ordinary remission in addition to any other remission granted to him.
 - Special remission may be granted to a prisoner for such service as protecting from attack or saving the life of prison officials, prison visitors or inmates, preventing an attempt to escape, assisting prison officials in fire outbreak, riot, strike etc.
 - The State Government remission can be awarded from time to time on special occasions.
 - The total of ordinary and special remission, excluding the State Government remission, granted to a prisoner, shall not exceed one third of the sentence.
-
- ❑ Remission is not a right but a concession that can be granted or withdrawn.

Redressal System

- There is a proper redressal system in place in the prison, wherein a prisoner can convey to the authorities his grievances and problems.
- He can request or complain on any working day to the prison authorities, normally through the complaint and suggestion boxes in the prison.
- He can complain if discriminated on the basis of race, colour, gender, language, religion, origin etc.
- He can put an anonymous note in these boxes regarding any personal or institutional complaints or give any suggestions on improvements in jail. They shall all be considered unless they are evidently frivolous or groundless.
- His complaints shall be redressed within the stipulated time and a note taken of his suggestions.
- He is allowed a request or a complaint, without censorship, in the proper form to the central prison administration, judicial authorities and other appropriate authorities through proper channel.
- He can personally approach the inspecting authorities during prison inspection and make requests or complaints in the absence of the prison officials.
- A joint petition or complaint by a group of prisoners is not entertained by the prison administration.



Women Prisoners

- The women prisoners shall be kept in a separate enclosure

within the prison.

- Habitual women offenders shall be segregated from other women prisoners.
- They shall be looked after and searched by the women staff only.
- Every woman prisoner shall be examined by the medical officer in the presence of a woman Jailor/Matron. Such examinations shall also be conducted on readmission after bail, parole or leave.
- Their special needs like pregnancy, childbirth and family care shall be adequately met and attended by lady doctors
- The deliveries of expectant mothers shall be conducted in maternity homes outside the prison. If per chance a birth takes place in the prison, this fact shall not be mentioned in the birth certificate of the child.
- A woman prisoner admitted to a prison with a child depending on her for nursing or otherwise can retain the child with her till the child is six years of age. She can also retain a child whom no friend or relative can be found to take charge; or a child is born while in prison.
- Women prisoners shall be provided a nursery for their children whenever they are not able to look after them.
- They shall be supplied with *shikakai* or soap to wash hair.
- They can retain their bangles, wear vermilion mark to their foreheads and wear earrings, nose ring and a *mangalsutra* or its equivalent.
- They shall be provided suitable clothes for sanitary and



hygienic purposes. Any woman prisoner who so desires is permitted to buy sanitary napkins at her own cost.

- They will be provided literacy and other vocational training classes.
- They will be provided facilities for recreational and cultural activities.

Accompanying Children

- Children below six years, who accompany their mothers in the prison, are entitled to special crèches, where trained ayahs will look after them.
- Such crèches shall be within the premises but outside the walls of the prison.
- These children shall remain in the crèche while their mothers are at work.
- Infants who take their mother's feed shall be taken to their mothers at appropriate times. If it is deemed proper the mother can be allowed in the crèche at the time of the infant's feed.
- The accompanying children should be provided with educational facilities
- If need be, provision shall be made to send them to a school outside the prison.
- School books, bags and uniform shall be provided to the school going children.
- Special arrangements are made for a play school within the crèche for small children.
- These children will have periodic and regular medical check up.



- They shall be given special diet as recommended by the Medical Officer.
- These children have the right to proper security, safety and protection.

Undertrial Prisoners

- The undertrial prisoners are entitled to separate accommodation.
- They have the right to bail, to prompt court hearing, access to lawyer and friends in preparation of defence and special rights relating to food, clothing, work and visits.
- They are entitled to their own clothing and food. If they cannot afford, they shall be provided the same. The clothing in such cases is different from the convicted inmates.
- They cannot be allotted any work unless they so desire.
- They can consult their own doctors.
- No restraint can be imposed on them beyond what is absolutely necessary to prevent escape or unauthorized communication with persons within or outside the prison.

High Security Prisoners

- The prisoners who pose a high risk to the society or the country at large shall be kept in special high security enclosures away from other prison wards.
- They shall not be allowed out of their cells except at the time of distribution of food.
- Only one prisoner at a time will be taken out to distribute food and he shall be locked in immediately after the food has been given.
- The facilities and privileges extended to prisoners undergoing simple imprisonment are denied to them.

APPENDIX XII**Form No.1**

(See rule 510 and 1043)

Visitors book.

Prison.

Date and hour of visit.	Observation and recommendations of visitors.	Remarks of explanation of the Superintendent.	Orders of the Director General of Prisons and Correctional Services

Form No.2

[See rules 29(10) and 1043]

Prison.

Superintendent's journal for the month ending.

20....

Half-margin for remarks of Director General of Prisons and Correctional Services	Date.	Journal.

Form No. 3

(See rule 99 and 1043)

Medical Officers Journal.

Prison.

Month and date.	Observation or directions of the Medical Officer.	Remarks of the Superintendent.

FORM No.4

[See rule 48(1), 61(2), 68(4), 107, 125 (j), 126 (j) and 127(l), 933 and 1043]

Jailer's, Chief Head Warder's, Assistant Surgeon's

Psychologist's, Social Case Work Expert or Welfare Officer's Report Book.

Prison.

Serial number and date	Report of the Jailer, Chief Head Warder, Assistant Surgeon, Psychologist, Social Case Work Expert or Welfare Officer	Orders Superintendent _____ of the _____
		Remarks Medical Officer.

FORM No.5

[See rule 1044 and 1053]

Superintendent's Order Book,

Prison.

Serial number and date	Orders and minutes.	Initials of Jailer and other subordinates concerned by way of acknowledgement.

Form
(See Rules

Convict register,

A-Description														B-Character.		
Register number.	Name of prisoner, with that of father, or husband (if female).	Date of admission	Whether admitted by direct committal or by transfer.	If by transfer from what Prison and serial number in that Prison Register.	Sex, and whether married or single widower, widow or prostitute.	Nationality, religion and Community.	Previous occupation.	Residence – Town or Village, taluk and district.	Distance from home to nearest Railway station.	State if education, whether (a) able to read and write (b) able to read only. (c) illiterate.	Age.	Description with height and marks of Identification (See Appendix I)	Date on which finger-print impressions were taken by the Police at Prison	Number and particulars of previous convictions.	Previous character so far as is known.	Class, whether habitual or casual and if casual, whether Star.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

*Whether (1) Released on expiry of sentence, (2) Released on appeal, (3) Released on bail, (4) Released under remission to Institute of Mental Health, Madras, (9) Escaped, (10) Executed, or (11) Died.

INSTRUCTIONS- (i) Column 7. – Against “Community” say whether Schedule case or Schedule tribe or Most Backward Class.

(ii) Column 8. – The prisoner’s occupation should be described in accordance with the list men

(iii) Columns 12, 13 and 26 to 28 are to be filled in by the Medical Officer or under his control by

No. 6.

206, 211, 1045)

Prison

C-Particulars of sentence.									D- Health.		E-Disposal.																				
(18)	Section and Code under which imprisoned and Police station and Crime number .	(19)	Calender number of case and sentencing authority.	(20)	Sentence or order	(21)	Date of sentence or order.	(22)	Date of expiry of imprisonment.	(23)	Result of appeal (if any) and date of communication to prisoner.	(24)	Date of petition to Government (if any) and result, with date of order and communication to prisoner.	(25)	Date of receipt of fine or intimation of payment	(26)	weight.	(27)	Health-(1) Good, (2) In-different, (3) Bad.	(28)	Class of labour for which passed on admission.	(29)	Disposal with date.	(30)	Date of return of warrant to Court.	(31)	Particulars and value of property delivered with, or found on the prisoner on admission, or subsequently received on his account, with signature or left-thumb print in acknowledgment of correctness on each such occasion, and on disposal.	(32)	Initials of Assistant Jailer (with dates) in token of having received the property into his charge.	(33)	Initials of Jailer and Superintendent or Additional Superintendent certifying verification of entries.
																On admission. Kg	On release or transfer		On admission.	On release or transfer										On admission. Jailer. Supdt. Additional Superintendent	On disposal, Jailer. Supdt. Additional Superintendent
																On admission. Kg	On release or transfer		On admission.	On release or transfer										On admission. Jailer. Supdt. Additional Superintendent	On disposal, Jailer. Supdt. Additional Superintendent
																On admission. Kg	On release or transfer		On admission.	On release or transfer										On admission. Jailer. Supdt. Additional Superintendent	On disposal, Jailer. Supdt. Additional Superintendent
																On admission. Kg	On release or transfer		On admission.	On release or transfer										On admission. Jailer. Supdt. Additional Superintendent	On disposal, Jailer. Supdt. Additional Superintendent
																On admission. Kg	On release or transfer		On admission.	On release or transfer										On admission. Jailer. Supdt. Additional Superintendent	On disposal, Jailer. Supdt. Additional Superintendent

rules, (5) Released on payment of fine, (6) Released by order of Government, (7) Transferred to other Jails, (8) Transferred Backward class or convert to Christianity from schedule caste. If so whether he himself is a convert or not or other mentioned in Appendix XII.

the Medical subordinate. 207-2-30A

Form

(See rules

Register of remand and under trial prisoners in

Register number. (1)	Name of prisoner, with that of father, or husband (if female). (2)	Date of admission (3)	Sex, and whether married or single widower, widow or prostitute. (4)	Nationality, religion and Community. (5)	Previous occupation. (6)	Residence – Town or Village, taluk and district. (7)	State of education, whether literate or not. (8)	Age. (9)	Description with height and marks of Identification (See Appendix I) (10)	Court by which remanded or committed for trial. (11)

Instructions.(i) Column. (5) against "community say whether Scheduled Cast or Scheduled Tribe or Most-Back-Class"

*Prisoners shown in this column shall be those sent to court

No. 7

206, 211 and 1046)

the

Prison

Number and date of warrant.	Offence of which accused	Weight in Kg.		Health- (1) Good (2) Indifferent (3) Bad		Disposal with date.			Particulars and value of property delivered with, or found on the prisoner on admission, or subsequently received on his account, with signature or left-thumb print in acknowledgment of correctness – On each such occasion, and on disposal.	Initials of Assistant Jailer (with dates) in token of having received the property into his charge.	Initials of Jailer and Superintendent certifying verification of entries.
		On admission	On conviction.	On admission	On conviction.	A. Convicted. Released on bail. Acquitted. Escaped. E.Died. Transferred, etc*	Authority.	Number in Convict register if convicted.			
(12)	(13)	(14)		(15)		(16)	(17)	(18)	(19)	(20)	(21)
											On admission. Jailer. Supdt.
											On disposal, Jailer. Supdt.
											On admission. Jailer. Supdt.
											On disposal, Jailer. Supdt.
											On admission. Jailer. Supdt.
											On disposal, Jailer. Supdt.
											On admission. Jailer. Supdt.

ward class or convert to Christianity from Scheduled Caste if so, whether he himself is a convert or not or other Backward

under Rule 838 but not returned before the close of the month.

Form

(See rules

Register of civil prisoners in

(1) Register number.	(2) Name of prisoner, with that of father.	(3) Date of admission	(4) Nationality, religion and community.	(5) Previous occupation.	(6) State of education, whether literate or not.	(7) Residence – Town or Village, taluk and district.	(8) Age.	(9) Description with height and marks of Identification (See Appendix I)	Weight in Kgs.		Health- (1) Good. (2) In-different (3) Bad.		(12) Name and address of judgement creditor	(13) Amount for which detained.	(14) Number of suit in which imprisoned.
									On admission.	On discharge.	On admission.	On discharge.			

Instructions.- (i) Column. (4) against "community say whether Scheduled Caste or Scheduled Tribe or Most not or other Backward Class.

(ii) Columns (8), (9), (10) and (11) are to be filled up by the Medical Officer

No. 8

206, 211, 853(2), 1047)

the

Prison

Court ordering detention.	Maximum period of detention.	Date of commencement of imprisonment.	Date on which eligible for release.	Cause of release with authority when necessary. 1. Satisfaction of decree. 2. Default of payment of subsistence allowance. 3. Completion of period of imprisonment. 4. Furnishing security etc.,	Date of disposal.	(1) Particulars of prisoner's property, (2) cost of conveyance and feeding charges for his return home (to be shown separately.)	Monthly rate fixed.	Respective months for which paid in advance.	Amounts.	Dates of receipt from creditors.	Balance (if any) on date of prisoner's discharge and date of return to Court.	Initials of Jailer and Superintendent certifying verification of entries.
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
												On disposal, Jailer. Supdt.
												On admission. Jailer. Supdt.
												On disposal, Jailer. Supdt.
												On admission. Jailer. Supdt.

Backward Class or Convert to Christianity from Scheduled Caste. If so, whether he himself is a convert. or

FORM No.9

(See rule 1048).

Register of prisoners to be released from the Prison in 20

Date.	Numbers borne on Convicts Register
1 st	
2 nd	
3 rd	
4 th	
5 th	
6 th	
7 th	
8 th	
9 th	
10 th	
11 th	
12 th	
13 th	
14 th	
15 th	
16 th	
17 th	
18 th	
19 th	
20 th	
21 st	
22 nd	
23 rd	
24 th	
25 th	
26 th	
27 th	
29 th	
30 th	
31 st	

Instructions.- The numbers for the nominal list required for compliance with rule 611 are to be obtained from this Register, and the names from the Convict Register.

Form No. 10
(See rule 1049.)

Diary of convicts released from the	Prison	and of the amounts paid to them during the month of	20												
Register number	Name.	Term of sentence.			Date of release	Village taluk and district.	Railway Station to which provided with warrant.	Distance of village by road or water from Prison or from Railway Station.	Amount Paid.					Initials of	
		Year.	Month.	Days					Road batta.	Subsistence allowance	Hire charges on medical recommendation	Gratuity.	Total	Jailer	Additional Superintendent or Superintendent.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
									Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		

General abstract of all classes of prisoners in the

[illegible]

No.11
1050)
Prison during the month of

20

			UNDERTRIAL PRISONERS			CIVIL PRISONERS		
Transported.								
Males.	Females	Total.	Transferred to Institute of Mental Health, Madras					
Males.	Females	Total.	Escaped.					
Males.	Females	Total.	Executed.					
Males.	Females	Total.	Died.					
Males.	Females	Total.	Total disposed of.					
Males.	Females	Total.	Remaining.					
Males.	Females	Total.	Remaining.					
Males.	Females	Total.	Admitted.					
Males.	Females	Total.	Disposed of.					
Males.	Females	Total.	Remaining.					
Males.	Females	Total.	Remaining.					
Males.	Females	Total.	Admitted.					
Males.	Females	Total.	Disposed of.					
Males.	Females	Total.	Remaining.					
Males.	Females	Total.	Total population at lock up or strength daily.					
			Initials of Superintendent.					

(See rules

[illegible]

[See rule 1053(1)]

Labour register

A		B		C										D							E																	
Unremunerative labour		Prison officers [See Rule 344(1)]		Prison servants.										Sanitation, etc.							Gardening and farm work																	
		Convict warders.	Convict overseers.	Convict night watchman.	Total.	Cooks (see Rule 394).	Tottis.	Sweepers.	Dhobies.	Barbers.	Masalchis.	Office orderlies.	Store room orderlies.	Hospital orderlies.				Seweeprs, (subordi- nates' quarters).	Motormen, (subordi- nates' quarters).	Attendants on lunatics.	Sanitary squad.	Malaria gang							Vegetable gardening.	Farm work.	Dairy.	Grass cutting.	Digging or deepening wells					
Date.	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)				
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Form No. 13-cont.

(See rule 1053(1))

Labour register- cont.

Date	Manufactures.																																						
	Aluminium work			Baskets and brooms			Book binding			Tents.			Cotton weaving			Jute work			Coir or aloe work.			Carpentry and rattan work			Smithy.			Leather industry			Dyeing			Sealing wax					
	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.			
1	(54)			(55)			(56)			(57)			(58)			(59)			(60)			(61)			(62)			(63)			(64)			(65)			(66)		
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Instruction-In column, 1 "Manufactures, the headings, "Full task", "Reduced task" and "Learners" shall not apply to Borstal Schools. The total number of inmates employed in each industry only shall be shown, e.g., carpentry 60, weaving 80 and so on, in the case of these schools.

Form No. 13-cont.
(See rule 1053(1)-cont.
Labour register- cont.

Date	I-Cont																J	K	L	M						N	O	P	Q	R	S	T
	Manufactures-cont.																															
	Total Manufactures																															
	Full task	Reduced task	Learners.	Total.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.	Full task	Reduced task	Learners.				Full task	Reduced task	Learners.	Full task	Reduced task	Learners.							
(67)	(68)	(69)	(70)	(71)	(72)	(73)	(74)	(75)	(76)	(77)	(78)	(79)	(80)	(81)	(82)	(83)	(84)	(85)	(86)	(87)	(88)	(89)	(90)	(91)								
1																														Remarks		
2																														Initials of Superintendent.		
3																														Initials of Jailor.		
4																														Criminal under section 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023)		
5																														condemned prisoners		
6																														Number of simple imprisonment convicts.		
7																														Total number of convicts sentenced to labour		
8																																
9																																
10																																
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Instruction-In column, 1 "Manufactures, the heading, "Full task", "Reduced task" and "Learners" shall not apply to Borstal Schools. The total number of inmates employed in each industry only shall be shown, e.g., carpentry 61, weaving 58 an so on, in the case of these schools.

Form No.14 (i)

(Sec rule 1054)

For prisoners undergoing imprisonment for over three months.

Prison

A (and whether star)

Remission Sheet of Convict No.

Residence.

B

Date when bailed.

Date of re-arrest

Number of days at large.

Period of imprisonment.

Date of commencement.

Date of release (not counting remission).

[illegible]

Instructions.-(i) The total amount of ordinary gratuity payable is to be calculated once for all and recorded in the sheet one month before a prisoner's release when the list of releases with remission is prepared agreeably to Rule 1054.

(ii) Special gratuity credited in the Personal Ledger as required by Explanation to Rule 492 is to be separately added on the date of release.

FORM No.14 (ii)**(See rule 1054)**

For prisoners undergoing imprisonment for three months.

-----Prison-----

Remissions Sheet of Convict No. A (and whether Star). Residence

B

Date when bailed.

Date of re-arrest.

Number of days at large.

Period of Imprisonment.

Date of Commencement.

Date of release (not counting remission).

Instruction. - Special gratuity credited in the Personal Ledger as required by explanation to Rule 492 is to be recorded in the sheet on the date of release.

Month.	Remission in days.							
	Class.	Ordinary remission earned.	Special remission granted.	Forfeitures on account of punishment.	Net total remission earned.	Total remission earned.	Entering officer.	Superintendent.

Date of release (not counting remission)

Instructions. - Special gratuity credited in the Personal Ledger as required by Explanation to Rule 492 is to be recorded in the sheet on date of release.

FORM No.15.

(See rules 315 (5) and (8) and 1055). (Register No.16)

Prisoner's punishment book of the Prison

Serial number	Register number of prisoner.	Name	Class A. Casual (and whether Star) B. Habitual	Offence	Date of offence	Names of witness in case of serious offences.	Number of Previous offences and date of the last.	Punishment awarded.	Date of award	Certificate of Medical Officer in case of change of labour.	Date of infliction.	Jailer.	Initiate of Superintendent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1													
2													
3													
4													
5													
6													
7													
8													

See clause 3 of section 51 of prisons Act, 1984 (Central Act 9 of 1894)

Dates of receipt or issues.	METAL BAGDES.		'A' Class Prisoners.																															
	Overseers.	Night Watchmen.	(29)	(30)	Metal breast tickets for males.	(31)	Metal neck tickets for females.	(32)	Aluminium drinking vessels. *	(33)	Aluminium eating vessels. *	(34)	Coats cotton	(35)	Trousers cotton	(36)	Banians cottons	(37)	Lungotties	(38)	Bodies or jackets for female	(39)	Petticoats for females	(40)	Napkins, Pairs	(41)	Flannel banians. *	(42)	Sandles pairs.	(43)	Handkerchiefs.	(44)	Towels. *	(45)
RECEIPTS.																																		
Balance brought forward. ..																																		
Total, Receipt and balance brought forward..																																		
ISSUES.																																		
Total Issues																																		
Balance carried over ..																																		

* Are common to males and females

Dates of receipts or issues.		'A' Class Prisoners.															
		(1)	(2)	(46)	(47)	(48)	(49)	(50)	(51)	(52)	(53)	(56)	(58)	(59)	(60)	(61)	(62)
RECEIPTS																	
		Balance brought forward															
		Total Receipts and balance brought forward															
ISSUES																	
		Total, issues.. ..															
		Balance carried over ..															

*Are common to males and females.
Instruction-All new articles added to stock (with adjustment of the cost), all writes off of condemned unserviceable articles and all balances carried over should bear the Superintendent's initials.

Form No.17

[see rule 1059 (Register No.18)].

Conduct Book

Office:

Station:

Name:

Rank:

[illegible]

Form No.18

[see *rules* 182, 1060 (Register No.19)]

Register of articles of uniforms received and issued to the warder establishment of the prison during 20...

Month and date.	Receipts and issues.
	Khaki shirts.
	Khaki Shorts
	Boots, pairs.
	Woollen putties.
	Hosetops.
	Helmets.
	Barret caps.
	Socks.
	Leather waist belts.
	Quilted Caps.
	Emblems(brass).(waste metal).
	Buttons, white metal.
	Blankets.
	Turban badges.
	Shoulder badges.
	Whistles with chains.
	Water proof caps.
	Woollen jerseys.
	Batons.
	White metal numbers.
	Signature of the officer receiving the uniform
	Initials of Chief head Warder.
	Initials of Superintendent.
	Number brought forward ..
	Number received on indent ..
	Total of receipts and balance brought forward.
	Deduct.-Issue to (names and ranks of offers supplied),
	Total, issues
	Balance carried over ..

Form No.19
[see rule 1061 (Register No.20)]

Ammunition register of the		Prison at	
Date of receipt of return to stock		Initials of Superintendent.	
Quantity received	Ball Cartridges.	Empty cases in hand	Initials of Chief head Warden.
	Buckshot Cartridges.		
	9 mm. Pistol Cartridges.		
	Blank Cartridges.		
Total Stock in Hand		Balance in hand.	
Ball Cartridges.	Ball Cartridges.		
Buckshot Cartridges.	9 mm. Pistol Cartridges.		
9 mm. Pistol Cartridges.	Blank Cartridges.		
Blank Cartridges.		Quantity issued or expended	Purpose for which issued.
	Ball Cartridges.		
Buckshot Cartridges.	Buckshot Cartridges.		
9mm. Pistol Cartridges.	9mm. Pistol Cartridges.		
	Blank Cartridges.		
Date of issue or return to Arsenal.			

*Are to be burnt from time to time under the Superintendent's Orders.

Form No.21

[See rules 66,70, 71(1) and 1063 (Register No.24)]

Register of the persons (other than prisoners and warders in charge of prisoners) and articles passed through the main gateway of the prison, during the year 20....

Month and date. (1)	Name of person other than prisoners and warders in-charge of prisoners. (2)	Hour and minute of passing through the main gate		If in charge of articles passing through, brief description of articles. (5)	Initials of gatekeepers. (6)
		In. (3)	Out. (4)		

Form No.22

(See rules 70,71(1), 269 and 1063 (Register No.25])

Register of prisoners and warders in-charge of prisoners passed through the main-gateway of the prison, during 20....

Month and date. (1)	Hour and minute of passing through the gateway (2)	Names of register number of prisoners entering and leaving the prison with name of warders in charge. (3)	In or out. (4)	Signature or left thumb-impression of Officer-in-charge of prisoners. (5)	Signature of gate-keepers in token of correctness of prisoners on return. (6)

Form No.23

[See rule 70(2)]

No. _____
Pass for private visitors.
--
_____ Prison _____

Superintendent.

No. _____
Pass for private visitors.
--
_____ Prison _____

To

The Jailer,

Permit
to enter the prison for the purpose of

Superintendent.

N.B. This pass is only available for the date of issue Visitors
are not admitted into the prison on Sundays, not before 8 a.m
or after 4 p.m. on week days.

Form No.24

[See rule 70(2)]

Gate Pass.
Office.
No. _____
Pass out
(name).....
With the following Packets
articles
Initials (with date).

Gate Pass.
Office.
No. _____
Pass out name).....
With the following Packets
articles
Initials (with date).

Form No.25

[See rules 70(2)]

Gate pass / Cash receipt.

No.

Date.

Prison.

Pass out (Name)

with the following articles:--

Serial number.	Store keepers.s ledger folio.	Articles.	Quantity.	Rate.	Amount.	Day book of cash realisation folio.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				Rs.	Rs.	

Received amount (In words) rupees

Store-keeper

Jailer

Superintendent (with date)

Instruction. ___ Heading not required to be scored out. Columns 1, 3 and 4 only to be entered in the gate register and in the gate-keeper's copy

Form No.27

(Register No.34)

(See rules 1067)

Prison.

Stock book of rations

Name of the articles.																					
Date	(1)	Balance brought forward.	(2)	Brought into stock.							Date of payment With Superintendent's Initials.	(9)	Total of receipts and Balance brought forward.	(10)	Quantity Issued.	Balance Remaining	Wastage In conversion of quantity issued	Date of recovery of excess wastage with Superintendent's initials	Initials of Superintendent in token of check.		
				By conversion.	(3)	By Prison garden produce	(4)	By excess found	(5)	By purchase.											
										Quantity										Rate, per rupee.	Value.
	(1)		(2)		(3)		(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)	(13)	(14)	(15)	
		KG. G.		KG. G.		KG. G.		KG. G.		KG. G.		Rs. P.			KG. G.	KG. G.	KG. G.	KG. G.			

Instruction – A stock account on separate pages of this book should also be maintained in respect of the following articles:- Kerosene oil, Prison and Contractor's grain sacks empty kerosene oil tins, rice, dhali, tamarind seeds and the like.

FORM No.28

Form
[(see rule

Diet roll of the

Prison for the

Class of prisoner and diets.	Number dieted	Rice	Ragi	Cholam	Salt	Tama- rind.	Curry- Powder	Onions.	Vege- Tables
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Civil prisoners (if dieted from Prison Stock) A Class { Labouring Do { Non-labouring, females and under -trials. Admitted or released (on part-nations)		KG.G.	KG.G.	KG.G.	KG.G.	KG.G.	KG.G.	KG.G.	KG.G.
State Prisoners									
Convict Warders									
B Class { Rice - Labouring " Non-labouring, females and under-trails. Do. { Mixed - Labouring " Non-labouring Females and Under-trails. Admitted or released (on part-rations).									
Hospital diets. { Mixed .. A Class .. Full .. Do. .. " B Class .. Half .. A Class .. Low .. B Class .. Milk .. A Class .. Spoon .. B Class .. " A Class .. Rice .. B Class .. " B Class .. " Labouring .. " B Class .. Non-labou Ing females And under trials. Extra rations on medical recommendations.									
Total ..									
Diet issued to prisoners out of hospital on medical recommen dation. { (a) A Class - 1.Labouring 2.Non- labouring females and under-trails. (b) B Class - 1. Labouring 2. Non- labouring, females and under-trails									
Extra rations on medical recommendations to prisoner out of hospital									
Total ..									
Grand total issues ..									

*i.e. who received one or two meals only.

Instruction- If civil prisoners are dieted from the rations

Prison

The names and quantities of the vegetables issued this day were-

Certified that total quantities issued, as entered in this statement agree

Form No.29

(Register No.35)

(See rule 1068 (2) and (3))

PRISON

PRISON

Indent on rations officer for the foodstuffs to be issued to the general kitchen for the meal of 20

Indent on rations officer for the foodstuffs to be issued to the general kitchen for the meal of 20

Number to be dieted. Excluding under-train prisoners receiving private meals; receiving hospital diets; and releases up to the time of preparation of the indent.			Particulars and rate of issue.		Weight.	
Labour- ers.	Non- Labourers.	Total.			KG.	G.
			Rice, at .. Ragi flour, at .. Salt, at .. Tamarind, at .. Curry powder at .. Onions, at .. Oil, at .. Dhall, at .. Vegetables, at .. Garlic .. Firewood, at ..	Rice, at .. Ragi flour, at .. Salt, at .. Tamarind, at .. Curry powder at .. Onions, at .. Oil, at .. Dhall, at .. Vegetables, at .. Garlic .. Firewood, at ..		

Instruction:- The indent is to be prepared under the control of the Jailer by some subordinate other than the Rations Officer.

Issued the above articles to
Initials of Jailer.
Deputy Jailer.

Received.

(Signature of receiving warder.)

Instruction:- The indent is to be prepared under the control of the Jailer by some subordinate other than the Rations Officer.

Issued the above articles to
Initials of Jailer.
Deputy Jailer.

Received.

(Signature of receiving warder.)

FORM No.30

Form

(See rule

Monthly

Statement showing in detail the

Statement showing in detail the																	
Month.	Date.	Civil Prisoners (if dieted from prison stock),	A-Class Non-vegetarian.			A-Class Vegetarian.			State Prisoners.	Convict Warders.	B-Class						
			Labouring.	Non-labouring	Admissions or releases on part-rations.	Labouring.	Non-labouring.	Admissions or releases on part rations..			Rice		Wheat.		Mixed.		Admissions and releases on part-rations.
											Labouring.	Non-labouring.	Labouring.	Non-labouring	Labouring.	Non-labouring.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20																
Total																	

*Non-labouring includes prisoners sentenced to

I am satisfied that the extras issued have been distributed promptly to the Prisoners/Inmates for whom they were intended.

Form No.30

(See Rule 994)

Contingent bill.

Number of prisoners dieted daily.

Hospital diets.												Diet issued to prisoners out of Hospital on Medical recommendation.				Extra rations on Medical recommendation to prisoners out of Hospital.	Total.	Number of prisoners given buttermilk.	Remarks.
Mixed	Full		Half	Low	Milk.		Spoon.		B Class		Extra rations on medical recommendation.	(a) A-Class		(b) B-Class					
									Labouring.	Non-labouring.		Labouring.	Non-labouring.*	Labouring.	Non-labouring.*				
A Class.	A Class.	B Class.	A Class.	B Class.	A Class.	B Class.	A Class.	B Class.	Labouring.	Non-labouring.	Extra rations on medical recommendation.	Labouring.	Non-labouring.*	Labouring.	Non-labouring.*	Extra rations on Medical recommendation to prisoners out of Hospital.	Total.	Number of prisoners given buttermilk.	Remarks.
(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)

Simple imprisonment, female and undertrials.

Superintendent

Form
(See rule
Diet

Reference to column in the previous statement	Class of prisoners and diets.	Number dieted.	Rice.	Ragi.	Cholam.	Cumbu.	Wheat.	Salt.	Tamarind.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
3	Civil Prisoner if dieted from Prison Stock	KG.G	KG.G	KG.G	KG.G	KG.G	KG.G	KG.G	KG.G
4	Non-Vegetarians. Labouring ..								
5	A Class Non-labouring								
6	Female and undertrials.								
7	Vegetarians. Part-rations ..								
8	A Class. Labouring ..								
9	Non-labouring, Females and Undertrials.								
10	Part-rations ..								
11	State Prisoners								
12	Convict Warders								
13	Rice .. Labouring ..								
14	Non-labouring, Females and Undertrials.								
15	Wheat. Labouring ..								
16	Non-labouring, Females and Undertrials.								
17	Mixed Labouring ..								
18	Non-Labouring Females and Undertrials.								
19	Part-rations								
20	1.Total of 3 to 18								
21	Mixed – A Class								
22	A Class								
23	Full .. B Class								
24	Half – A Class								
25	Low- B Class								
26	Milk.. A Class								
27	B Class								
28	A Class								
29	Spoon C Class								
30	Rice. B Class Labouring ..								
31	Non-labouring, Females and undertrials								
32	Extra rations on medical recommendation								
33	II. Total 19 to 30 (Hospital A)								
34	(a) Labouring								
35	A Class Non-labouring Females and Under trials								
36	(b) Labouring								
37	B Class Non-labouring, Females and Undertrials.								
38	Extra rations on Medical recommendation To prisoners out of Hospital.								
39	III.Total of 31 of 35 (Hospital B) ..								
40	IV. Issue to Sub-Jails or other institutions or other purposes.								
41	Grand total of (I to IV)								

Specify the

I hereby certify that the number of prisoners on rice diet tallies with the certified list maintained

Form
Diet

Reference to column in the previous statement	Class of prisoners and diets.	Number dieted.	Milk.	Bread.	Limes.	Eggs.	Mustard.	Cummin seeds.	Pepper.
			(25)	(26)	(27)	(28)	(29)	(30)	(31)
13	<div><div>B Class</div><div><div>Rice</div><div><div>Labouring</div><div>Non-labouring, Females and Under trials.</div></div></div><div><div>Wheat</div><div><div>Labouring</div><div>Non-labouring, Females and Under trials.</div></div></div><div><div>Mixed</div><div><div>Labouring ..</div><div>Non-Labouring Females and Under trials.</div></div></div><div><div>Part-rations</div><div><div>..</div><div>..</div><div>...</div></div></div></div>		LITRES,	KG.G	KG.G	KG.G	KG.G	KG.G	KG.G
14									
15									
16									
17									
18									
	1.Total of 13 to 18								
19	Mixed – A and B Class								
20	<div><div>Full</div><div><div>A and B Class</div><div>B Class</div></div></div>								
21									
22									
23	Half – A Class								
	Low- B Class								
24	<div><div>Milk..</div><div><div>A Class</div><div>B Class</div></div></div>								
25									
26	<div><div>Spoon</div><div><div>A Class</div><div>B Class</div></div></div>								
27									
28	<div><div>Rice</div><div><div>B Class</div><div><div>Labouring ..</div><div>Non-labouring, Females and Under trials</div></div></div></div>								
29									
30	Extra rations on medical recommendation ..								
	II. Total 19 to 30 (Hospital A)..								
31	<div><div>Diet Issued to prisoners out of Hospital on Medical recommendation</div><div><div>(a)</div><div>A Class</div><div><div>Labouring</div><div>Non-labouring Females and Under trials</div></div></div></div>								
32									
33									
34	<div><div>(b)</div><div>B Class</div><div><div>Labouring</div><div>Non-labouring, Females and Under trials.</div></div></div>								
35	Extra rations on Medical recommendation to prisoners out of Hospital.								
	III.Total of 31 of 35 (Hospital B) ..								
	IV. Issued to Sub-Jails or other institutions or other purposes.								
	Grand of (I to IV)								

I certify that the previous sanction of the Director General of Prisons and Correctional Services was obtained for the altered diet Specify the purpose of the standard scale at tender rates.

I am satisfied that the extras have been issued to the patients for whom they were intended.

30 – cont.

Roll (See rule 994)-cont.

[illegible]

Purpose.

Adopted in respect of A and B Class prisoners. I further certify that the cost of the altered diet did not exceed the cost

Superintendent
Chief Medical Officer.

Stock Statement.

[illegible]

	I hereby certify
	(1) That I have compared the entries in this statement with those in the Rations stock book, and that they agree in every particular.
	(2) That the wastages struck are those ascertained by actual weight and I am satisfied as to their correctness
	(3) That the articles purchased during the month have been correctly brought to stock and paid for during the month except in the following cases for the following reasons:-

Superintendent

Form No.30 –cont.

(See rule 994)

Hospital –A.

Name of the article.	Quantity	Rate	Amount	Reference to voucher numbers and sanction where necessary.
	KG. G.	Rs. P.	Rs. P.	
Rice				
Ragi				
Cholam				
Cumbu				
Wheat				
Salt				
Tamarind				
Curry Powder				
Onions				
Gingelly Oil				
Ghee				
Dhall				
Dhallgram				
Mutton				
Garlic				
Vegetables				
Potatoes				
Firewood				
Sago				
Sugar				
Brown Sugar				
Milk				
Bread				
Limes				
Eggs				
Mustard				
Cummin seeds				
Pepper				
Blackgram dhal				
Greengram dhal				
Bengalgram dhal				
Coconuts				
Butter				
Tea				
Coffee				
Plantains				
Suji				
Jaggery				
Barley				

(2) that the rate at which the honorary religious and moral lecturers were paid during the month did not exceed ceiling fixed by Government from time to time.

Form No.30—cont.

(See rule 994).

Statement showing the value of articles, if any, issued to civil prisoners from the ration stock.

Name of articles (1)	Quantity. (2)	Rate. (3)	Amount. (4)	Remarks. (5)
	KG. G.	Rs. P.	Rs. P.	
Rice 				
Salt 				
Tamarind 				
Curry Powder 				
Onions 				
Oil 				
Dhall 				
Vegetables 				
Firewood 				
<div>Total ..</div>				

Deduct amount remitted under "Receipts" on account of vegetables supplied		
Amount to be		
remitted into the treasury towards abatement of Dietary charges		
..		
remittance ..	Particulars of	
Date:	Total remittance	
..		
Balance to be remitted next month 		
.. ..		
Excess remittance, if any, to be adjusted next month		
.. ..		

Form No.30—cont.

(See rule 994).

Statement Showing the Expenditure incurred under "Petty Construction and Repairs".

Serial Number	Name of Work.	Director General of Prisons and Correctional Services order sectioning the work.	Sanctioned amount.	Amount spent during the month		Total of columns (5) to (7)	Total amount spent up to the end of the month.	Balance to be spent.	Anticipated saving if any.	Remarks.
				Cash drawing	(a)*	+(b)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(9)	(10)	(11)	(12)
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

*(a) IV. C. Adjustments communicated by the Director General of Prisons & Correctional Services in No.., dated + (b) Other book adjustment

Statement showing the amounts drawn from the treasury under "Petty Construction and Repairs."

(1) Serial Number	Name of Work (2)	Dates of payment. (3)	Particulars (4)	Rate (5)	Amount (6)	Amount drawn from the treasury		Remarks (9)
						Date (7)	Amount (8)	
				Rs. P.	Rs. P.		Rs. P.	

Form No. 30.

(See rule 994).

Certified that all rates paid during 20 , for articles purchased under the heads of Contingencies and Petty Construction and Repairs (otherwise than from Government Department) are in accordance with those entered in the contract bonds, with the following exceptions for which agreements have not yet been secured owing to also that recoveries from suppliers on account of excessive wastage have been duly made during the month, except in respect of which will be effected in and further that all adjustments due on the objection statements for 20 , have been carried out in the accounts for 20 .

Particulars of

Non-contract rates.	Recoveries not effected.	Adjustments not carried out.

Superintendent.

Form No. 30.

(see rule 994)

List of vouchers, etc., accompanying the contingent bill.

Serial No.	Particulars*	Amount	Remarks.
		Rs. P	

*Enter in this column particulars such as invoices, receipts (with contractors' bills), chalans, copies of Travelling Allowance, Bills, etc.

Prison

20

Superintendent

Form No. 31

(See rules 1027 (1) and 1028]

Manufactory Cash-Book.

Date of transaction	Number of Sub-vouchers	Particulars.	Head of account or page of stock book.	Receipts.	Disbursements.	Balance.	Initials of the superintendent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Rs. P.	Rs. P.	Rs. P.	

This cheque is current for three months only from date of issue.

Form No. 33

(See rule 991)

DISBURSING OFFICERS RETURN OF
EXPENDITURE, LIABILITIES AND
RECEIPTS OF THE PRISON
FOR THE MONTH OF
20 .

[illegible]

HEAD OF APPROPRIATION: 256. A. JAILS—A.B. JAILS—

[illegible]

LIABILITY OF..... PRISONFOR THE MONTH..... OF.....20.....

I NON-PLAN, AA. JAILS (OTHER THAN SUB-JAILS)01. SALARIE.

[illegible]

HEADS OP APPROPRIATION: 256. A. JAILS. AB. JAILS. I. NON-PLAN.

[illegible]

OF..... PRISONFOR THE MONTH..... OF.....20.....

AA.Jails.(OTHER THAN SUB-JAILS-01.SALARIES)

[illegible]

DISBURSING OFFICERS RETURN OF EXPENDITURE AND
HEAD OF APPROPRIATION: 256. A. JAILS

[illegible]

HEAD OF APPROPRIATION: 256. A. JAILS

[illegible]

LIABILITIES OF..... PRISON..... FOR THE MONTH OF 20 .

A.B. JAILS. I NON-PLAN-A.A. JAILS (OTHER THAN SUB-JAILS).

[illegible]

[illegible]

2056. .D. JAILS—A.C. JAIL, MANUFACTURES—I. NON-PLAN—AA. JAILS

17. Maintenance.

19. Materials

[illegible]

JAILS (OTHER THAN APPROVED SCHOOLS).

[illegible]

17.Maintenance.	Details of expenditure		Grand Total	
(1)	(2)		(3)	
Details of works	Rs.	P.	Rs.	P.

Disbursing Officers Return of Receipt of theFor the Month of
.....20.....

MAJOR HEAD : 056 JAILS – A.A. JAILS – SERVICES AND SERVICE FEES – 01. JAILS (OTHER THAN APPROVED SCHOOLS).

[illegible]

[illegible]

FORM NO.34

ESTABLISHMENT AND CONTINGENT REGISTER

Establishment and

[illegible]

Contingent Register of the.....

[illegible]

Establishment and

[illegible]

Contingent Register of the.....

AA Jails																	
AB Jails																	
Office Contingencies (17)																	
Telephone Charges.		Office Contingencies		Rent, Rates and Taxes Royalty. (18)		Advertisement Sales and Publicity Expenses (19)		Tools and Plants. (20)		Maintenance of P. C. R (21)		Materials and Supplies (22)					
												Maintenance of Cows		Maintenance of Farm and use of chemical fertilisers.		Purchase of raw materials and Implements.	
Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P

Establishment and

[illegible]

Contingent Register of the.....

[illegible]

Establishment and

[illegible]

Contingent Register of the.....

[illegible]

Form No.35

Rule No.297(11)

No. _____

_____ Prison

Certified that _____ community and son of
_____ belonging to the village of
_____ in the district of
_____ has been released from this prison on
the _____

- (i) Standard of education _____
- (ii) Proficiency in any craft learnt or practiced in prison _____
- (iii) Superintendent's opinion as to character, industry and ability _____

Superintendent

Form No. 36(See rule 999)
FOR RECORD.

Book No. _____

_____ Stamp of Prison/Magistrate's Office.

Serial No. _____

_____ District.

Tami Nadu.

Date. _____ 20.

RAILWAY WARRANT.

Head of Account debitable _____

Accounts Officer with whom adjustable _____

To.
THE STATION MASTER,
_____ Station

Sir,

Conveyance by railway is required for the undermentioned proceeding from _____

to _____ via _____ by mail/ordinary train of presentation of this warrant:-

Rank and name of men for whom conveyance is required (in case of prisoner, state class of prisoners, i.e., under trial, convict, etc, under column, 'Rank') (1)				Class for which accommodation is required. (2)	Number of persons for whom conveyance is authorized (not to be exceed). (3)
Prison.	Rank.	Name.	No.		
Baggage (See Instruction No. 2)					
Nature.		Weight.		Amount.	

Purpose of journey (as may be necessary).

1. Transfer of prisoners.
2. Release of prisoners.
3. Leave.
4. Other purpose (nature to be specified).

Office Stamp

Signature and designation of Issuing Officer.

INSTRUCTIONS.—

1. Columns (1), (2) and (3) in all the foils must be filled up by the officer issuing the warrant.
2. Charges of excess personal luggage of warders are not authorized baggage charges and must not be included in this form but paid for by the owners in cash

Form No.36
(see rule 999)

FOR RAILWAY.

Book No.-----
Serial No.-----

-----Stamp of Prison/Magistrate's Office.
-----District.
Tamil Nadu.
Date-----20.

RAILWAY WARRANT.

Head of Account debitale -----
Accounts Officer with whom adjustable-----

To

THE STATION MASTER,
-----Station.

Sir,

Conveyance by railway is required for the undermentioned proceeding from -----

To ----- via ----- by mail/ordinary train on presentation of this warrant: -

Rank and name of men for whom conveyance is required (in case of Prisoner, state class of prisoners, i.e., under trail, convict, etc., under column, 'Rank')				Class for which accommodation required.	Number of persons for whom conveyance is authorized (not to be exceeded).	Actually provided with conveyance (number class-wise).	Rate.	Amount.	Individual number of tickets issued.
(1)				(2)	(3)	(4)	(5)	(6)	(7)
Prison	Rank.	Name.	No.						
Baggage (See Instruction No.2).									
Nature.				Weight.			Amount.		

Purpose of journey (delete as may be necessary).

1. Transfer of prisoners.
2. Release of prisoners.
3. Leave.
4. Other purpose (nature to be specified)

Office Stamp.

Signature and designation of Issuing Officer.

INSTRUCTIONS. ---1. Columns (1). (2) and (3) must be filled up by the officer issuing warrant, column (4) must be filled up by the officer in charge of the party in the case of transfer of prisoners. For warder proceeding on leave, etc. column (4) must be filled up by the warders himself. In case of release of prisoner's column (4) shall be filled up by the released prisoner availing the warrant. Columns (5), (6) and (7) must be filled up by the railway staff and the requisition after being completed should be forwarded to the Railway Account Officer as directed by local instructions.

2. Charges for excess personal luggage of warders are not authorised baggage charges and must not be included in this form but paid for by the owners in cash.

CREDIT NOTE.

To

The Accountant – General, Madras.

Certified that the accommodation shown in column (4) has been provided. Pay to the -----

----- Railway Administration or order the sum of Rupees ----- as particularized above.

Rupee ----- Station ----- Date -----

Station Stamp

Signature of Station Master
Or Clerk

Signature and thumb-impression of Officer
Travelling –in-charge of the party or
Signature of the Magistrate / Superintendent
of the issuing Prison

Form No. 36.

(see rule 999)

(To be returned to the Magistrate / Superintendent of the Jail concerned by the Station Master)

FOR SUPERINTENDENT OF PRISON/MAGISTRATE.

Book No.-----

Serial No.-----

-----Stamp of Prison/Magistrate's Office.

-----District.

Tamil Nadu.

Date-----20.

RAILWAY WARRANT.

Head of Account debitabe -----

Accounts Officer with whom adjustable-----

To

THE STATION MASTER,

-----Station.

Sir,

Conveyance by railway is required for the undermentioned proceeding from -----

To ----- via ----- by mail/ordinary train on presentation of this warrant: -

Rank and name of men for whom conveyance is required (in case of Prisoner, state class of prisoners, i.e., under trial, convict, etc., under column, 'Rank')				Class for which accommodation required.	Number of persons for whom conveyance is authorized (not to be exceeded).	Actually provided with conveyance (number class-wise).	Rate.	Amount.	Individual number of tickets issued.
(1)				(2)	(3)	(4)	(5)	(6)	(7)
Prison	Rank.	Name.	No.						
Baggage (See Instruction No.2).									
Nature.				Weight.			Amount.		

Purpose of journey (delete as may be necessary).

1. Transfer of prisoners.
2. Release of prisoners.
3. Leave.
4. Other purpose (nature to be specified)

Office Stamp.

Signature and designation of Issuing Officer.

Station Stamp.

Signature of Station Master Issuing or Booking Clerk

Instructions. --

Columns (1),(2) and (3) must be filled up by the officer issuing the warrant. Column (4) must be Must be filled up by the officer-in-charge of the party in case of transfer of prisoner. For Warder proceeding on leave, column (4) shall be filled up by the warder himself. In case of Release of prisoners column (4) of the warrant shall be filled up by the released prisoner a Vailing the warrant. Columns (5), (6) and (7) shall be filled up by the Station Master who Will return the form after completion to the officer-in-charge of the party who will forward it to the issuing officer concerned. In the case of release of prisoners or of warders going on leave, etc., the Station Master will return the form after completion to the Jails concerned direct.

2. Charges for excess personal luggage of warders are not authorized baggage charge and must not be included in this form but paid for by the owners in cash.

**REVERSE OF FOIL HEADED "FOR RAILWAY" OF THE FORM OF
JAIL REQUISITION AND RAILWAY WARRANT.**

1. All warrants must bear name of the district and State and the designation of the issuing officer must invariably be given. Warrants will be issued by the Superintendent of Jail/Sub-Jail or in his absence by the Additional Superintendent/Jailer or officer acting for the Superintendent and Magistrate in case of transfer of under trial prisoners.
2. No one above the rank of Chief Head Warder/Head warder or officials of equivalent rank of the Borstal School, is entitled to travel under these warrants, and such a warrant if presented by any Prison Officer above that rank, must be refused.
3. All entries must be in ink, All alterations must be attested, and no erasures may be made. If any warrant is rendered illegible owing to correction or otherwise, it must be cancelled and a fresh one issued.
4. Great care must be taken to see that the numbers in column (4) are correct. In the event of the actual number travelling being less than number entered in column (3) the person in-Charge shall alter the entries in column 3 to agree with those in column (4) and shall sign the alteration, or if unable to write, he shall take it to the nearest officer empowered to issue warrants who shall correct and sign it for him.
5. In exchange for these warrants ordinary tickets of the class required will be issued and the warrant submitted by the Station to the cash office with the Cash Remittance Note.
6. Warrants shall be treated as cash and forwarded by the Railway Administration to the Accountant General of the State to which the Prison Warders/Prison, belongs as vouchers for adjustment of the amounts in the account, and the Accountant-General will pay the amount due to the Railway Administration at once in cash subject to subsequent payments as regards over and under charges, if any, brought to notice within six months of the date of presentation of the bill by the Railway Administration. He will then forward the warrants to the controlling officer for scrutiny and countersignature and will bring the amount finally to book after it has been passed by that officer (taking to the appropriate service head any charges, e.g., freight on prisoner's effects or exhibits in a criminal case, which are not debitable to the Police Budget). Any deductions found to be necessary by the Superintendent of Prison owing to the improper use of warrants will be recovered by him from the officer responsible and not by the Accountant-General from the Railway Administration.

Form No.38
(See rule 182)

indent for supply of uniform to the warder establishment of the										Prison,										to be issued in										20																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
Sanctioned strength.	Suits Khaki.			Boots, pairs.			Sandals, pairs.			Putties.			Helmets.			Forage Caps.			Pagris (blue merino).			Leather waist belts.			Turbans, blue cloth.			Yellow cotton, fringes.			Chevrans.			Crowns (brass).			Gilt metal stars			Buttons.			Blankets.			Turban badges.			Shoulder badges.			Whistles with chains.			Water-proof caps			Warm coats.			Woollen jerseys.			Batons.			Brass number			Remarks.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
	1 st size.	2 nd size.	3 rd size.	1 st size.	2 nd size.	3 rd size.	1 st size.	2 nd size.	3 rd size.	Woolen.	Cotton.	Helmets.			Forage Caps.			Pagris (blue merino).			Leather waist belts.			Turbans, blue cloth.			Yellow cotton, fringes.			Gold braid.			Woollen.			Crowns (brass).			Gilt metal stars			Large	Small.	Turban badges.			Shoulder badges.			Whistles with chains.			Water-proof caps			Warm coats.			Woollen jerseys.			Batons.			Brass number			Remarks.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																

Prison - Sanctioned for supply from the manufactory of the Central Prison

20. - Superintendent

Madras, - Deputy Inspector General of Prisons.

20. -

Form No. 39.
[See rule 186 (6).]

Security bond by a where a
percentage of salary deducted towards security;

KNOW ALL MEN by these presents that (bounden) ofand (first surety)ofand (second surety) of.....are held firmly bound unto the Governor of Tamil Nadu (hereinafter called "the Governor" in the sum of Rs..... to be paid to the Government of Tamil Nadu (hereinafter called "the Government") which expression shall unless repayment to the subject or context include their successors or assigns of their certain attorney or attorneys for which payment well and truly to be made we firmly bind ourselves our respective heirs, executors, administrators and representatives jointly and severally by these presents sealed with our respective seals dated this day of 20.

WHEREAS the above bound was on the day of 20 appointed to and now holds and exercises the office of at

And WHEREAS by virtue of such office said has amongst other duties the care, charge and oversight of and responsibility for the safe and proper storing and keeping in the place appointed for the custody thereof respectively of all money, specie, bullion, coin, jewels, Government currency notes, stamps and Government securities of whatever description gold Silver copper, nickal, bronze, lead, goods stores, chattels or effects (hereinafter called as "the said property") stored and used at, received into or dispatched from the Or paid, deposited or brought into the said.... by any person or persons whom-soever and for any purpose or purpose whatsoever AND WHEREAS the said as aforesaid is also responsible that the said property and every part thereof are and is of full measure and good quality when received into the saidand until he has duly accounted therefor in manner hereinafter referred to AND WHEREAS the said.... is bound from time to time whenever called upon so to do to show to his superior officers that the said property and every part there of save so much there of as he has duly accounted for is at all times intact in the places aforesaid and is also bound to attend for the purpose of discharging his duties aforesaid at such times and places as his superior officer may appoint and WHEREAS the said.... is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers there with respectively in the form and manner that may from time to time be prescribed

under the authority of the Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit and WHEREAS the bulk of the said property remains as well in the care, charge and custody of the or the time being at.... As of the said.... but as between himself and the Government he the said.... is alone responsible and answerable there for and for every part thereof AND WHEREAS the responsibility of the said.....for the said property and every part thereof does not cease until the same has been duly used under the written orders aforesaid and accounted for or been duly dispatched from the said.... and delivered over to and full and complete charge therefor obtained from such persons and at such places as the (officer) or other person exercising his functions for the time being under the authority of the Government may direct and WHEREAS the said....in consideration of his said appointment has agreed to the Government for deducting a portion of his salary equivalent to a sum as may be fixed by Government from time to time until the amount so deposited reaches the sum of Rs.....for the purpose of securing and identifying the Government their successors and assigns and officers and servants against all loss and damage which they might or may in any way suffer by reason of the said property or any part or parts thereof being in any way consumed, wasted, embezzled, stolen misspent, lost, misapplied or otherwise dishonestly negligently or by or through oversight or violence made a way or parted with by himself, the said or any person acting for him in bias said office during his absence or otherwise or by any sub-treasures/sub-storekeepers.....servants, clerks, sir cans, cash-keepers, potter's coolies or other persons serving under his the said.... Or any other person or persons whomsoever whether in the service of the Government or otherwise and WHEREAS the said.... hereby acknowledges that he is bound by all the conditions, rules and regulations of the Tamil Nadu Financial Code and such departmental rules and carders as may from time to time be issued by authority and may be in force and especially with reference to his relations and dealings with and the rights of his subordinates and his own subordination to his superior officers and that it is his duty to keep himself acquainted at all times with the contents of such Code and such departmental rules and orders as aforesaid and all or any alternations made from time to time there in and WHEREAS the said and his sureties have entered into the above bond in the penal sum of Rs..... conditioned for the due performance by him, the said and of any person acting for him in his said office during his absence or otherwise of the

duties of the said office aforesaid and their duties appertaining thereto or which may lawfully be required of them and to indemnify the Government their successors and assigns and officers and servants against loss from or by reason of the acts or defaults of the said..... and of all and every person aforesaid.

Now the condition of the above written bond is such that if the said And every person acting for him in his said office as aforesaid have whilst they respectively have held or exercised the duties of the said Office ofas aforesaid always duly performed...as aforesaid always duly performed and fulfilled the said duties of the said Office and all other the duties aforesaid and if the saidany every person, acting for him in his said office as aforesaid shall whilst they respectively shall hold or exercise the duties of the said office always duly perform and fulfil all and every duties thereof aforesaid and perform and observe all and every conditions, rules and regulations of the said Code and departmental rules and orders and further if the said.....andand.....do and shall indemnify and save harmless the Government, their successors and successors and officers and servants and of all and every person who from time to time has or have held or shall hold or exercise the said office of(officer)from and against all and every loss and damage which during the time the said....or any person acting for him during his said office as aforesaid has held, executed and enjoyed the said office, has happened or been sustained or shall or may at any time or times hereafter happen to be sustained by the Government their successors and assigns and officers and servants or the said.....(officer)...for the time being or any such servants as aforesaid by from or through the means of the neglect, failure, misconduct, disobedience omission or insolvency of the said for him in his said office as aforesaid or of any of the sub-treasurers / sub-store-keepers, servants clerks, sir cars cash-keepers, potters, colliers or other person nominated accepted by or serving under him the said....or any person acting for him in his said office as aforesaid or of any other person or persons whomsoever or by, form or through the consuming, wasting embezzling, stealing, mispending, losing, misapplying, or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by and person or persons whom-saver whilst he the said.... or any person acting for him in his said office as aforesaid has held or excited the duties of the said office or shall hold or execute the duties of the said office. Then this obligation shall be void and of no effect, otherwise the same shall be and remain in full force and virtue.

PROVIDED ALWAYS and it is hereby agreed and declared that neither of the said (first surety) and (second surety)

shall be at liberty to in terminate their surety ship except upon giving to the(officer) for the time being of the Government six calendar months previous notice in writing of his or their intention so to do and the liability under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect of only of acts and commissions happening after the expiration of the said period of six months.

Provided always and, it is hereby declared and agreed by and between the parties hereto That the cash of Rs.... shall be and remain at his disposal of the said.... (officer for the time being or the Government as and for part and additional security (over and above the above written bonds) to the Government their successors and assign for the indemnity and other purposes aforesaid with full power to the Government their successors or assigns or their officers and servants duly authorised in that behalf from time to time as occasions shall require to apply the same together with any interest receivable or received in respect thereof in and towards the indemnity as aforesaid of the Government, their successors, assigns, officers or servants, as the case may require.

AND it is hereby lastly agreed and declared by and between the said (bounden) and the said.... (first surety) and (second surety) as his said.... sureties and the Governor that in the event of the death of the said (Principal) or the vacation by him of his said office ofthe above mentioned cash for Rs.....shall be retained and remain with the said.....(officer) for the time being for the term of six months after the date of such death or such vacation, as the case may be, as security against any loss or damage that may have been or may thereafter be incurred by the Government, their successors and assigns and officers and servants and in respect of which the said(Principal) and his heirs, executors, administrators and representatives after his death is and are or shall or may be liable to indemnify the Government their successors and assigns and officers and servants and all such person as aforesaid PROVIDED ALWAYS, that the return at any time of the said, cash of Rs.....shall not be deemed to affect the right of the Government their successors and assigns to take proceedings upon or under the said bond against the (Principal) and (first surety) and (second surety) or any one or more of them in case of any breach of the condition of the said bond shall be discovered after the return of the said cash but the responsibility of the said.....(bounden) and the said.....(firstsurety).....and

the Said..... (second surety), shall at all times continue and the Government their successors and assigns and officers and servants of the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

Signed, sealed and delivered by the above bounden in the presence of

Witness----

1. Name

Address

Occupation.

2. Name

Address

Occupation

Signed, sealed and delivered by the above named (first surety) in the presence of Witnesses---

1. Name

Address

Occupation

2. Name

Address

Occupation.

Signed, sealed and delivered by the above named (Second surety) in the presence of

Witnesses---

1. Name

Address

Occupation

2. Name

Address

Occupation.

Signed by..... acting for and on behalf of and by order and direction of the Governor of Tamil Nadu.

In the presence of---

Witnesses----

1. Name

Address

Occupation

2. Name

Address

Occupation.

Form No.40

[See rules 11, 1005(5) and 1015(3)]

THE SCHEDULE.

AGREEMENT made this day of20
 by and betweenof(hereinafter
 called "the contractor ") which expression shall unless
 repugnant to the subject or context include his heirs, executors,
 administrator's legal representatives and assigns of the one
 part and the Governor or Tamil Nadu (hereinafter called "the
 purchaser") which expression shall unless repugnant to the
 subject or context include his successors in office and
 assigns of the other part sheweth as follows:

Whereas the contractor has agreed with the purchaser to
 supply to thePrison/ Borstal schoolat
all the required quantities of articles or materials
 hereinafter respectively mentioned to be delivered within the
 period at the price and upon the terms and conditions hereinafter
 mentioned;

AND WHEREAS the contractor has deposited, to the
 Superintendent of the said Prison/Borstal School the sum of
 Rs. (Rs.only) as security for the due and
 faithful performance by the contractor of this contract.

NOW THESE PRESENTS WITNESS THE that for putting
 the said agreement into execution, the contractor on the one part
 and the purchaser on the other part do hereby mutually agree
 which the other to the following terms and conditions which
 terms and conditions shall be binding on both of them:

1. During the period of one year commencing with the day
 of20.... the contractor shall supply to the Superintendent
 for the time being of the said Prison/Borstal School
(hereinafter referred to as "the Superintendent") at
(place) the following articles or materials as may be
 required by the Superintendent, not with standing the probable
 requirements herein below mentioned:

The contractor hereby agrees that the quantities or numbers
 given against each article in the Schedule hereunder are only
 approximate and that he shall supply the entire requirements of
 the Prison/Borstal School during the period of the contract plus
 so much as may be needed to last for a whole month thereafter.
 At the same time the Superintendent does not bind himself to
 receive the quantities or numbers noted in the Schedule, if they
 are not required.

Serial number	Name of articles.	Probable quantity.	Approved rate.	Value.	Security deposit at 10 per cent of the cost.	Director General of Prisons and Correctional Services Number and date of approval.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

2. All such articles or materials as aforesaid shall be delivered by the contractor at.... in such quantities or numbers and within such time as the Superintendent shall from time to time and at any time direct during the said period.

3. The purchaser hereby agrees that during the term fixed by this contract and except as hereinafter provided, the purchaser shall not purchase from any person or persons other than the contractor or from any company or Corporation all or 4 any quantities of the goods for materials agreed to be supplied by the contractor during the subsistence of the contract.

4.(A) All articles or materials supplied by the contractor under this contract shall be or required size, shall be up to the approved or accepted samples and shall in the case of each supply be accompanied by a memorandum or advice note duly signed showing the number or quantity tendered for acceptance. All such articles or materials shall be subject to inspection and acceptance or rejection by the Superintendent.

(B) The contract prices shall be as set out in clause (1) above or the prices, which may be fixed by the Central or State Government as the controlled prices of the respective articles or materials for the subject matter of this contract. Whichever is less.

5. All articles or materials supplied by the contractor which in the opinion of the Superintendent are not up to the approved or accepted sample or of required size or of bad order, unsound or otherwise faulty or unfit for use shall be rejected by the Superintendent and his opinion thereon shall in all respect be final and conclusive and altogether operative and binding upon the contractor and shall not be open or subject to question or dispute by the contractor upon any ground whatsoever.

6. All articles or materials supplied by the contractor which are rejected by the Superintendent as aforesaid shall be removed by the contractor at his own expense forth-with after such rejection shall have been notified to the contractor by the Superintendent. It [shall be lawful for the Superintendent on the failure by the contractor to remove the aforesaid articles of materials within three days from the date on which such rejection shall have been notified to the contractor to sell such articles or materials or cause such articles or materials to be sold at the cost and risk of the contractor by public auction or private sale, and in the vent of the cost for the sale being in excess of the amount realized by the sale or the articles or materials, the contractor shall be bound to pay to the Superintendent such excess sum within..... days of receipt of notice in writing from the Superintendent calling upon the contractor to reimburse him.
7. In lieu of the articles or materials which may have been so rejected as aforesaid, the contractor shall forthwith after such rejection is notified to him as aforesaid, supply and deliver to the Superintendent..... aforesaid such quantities of articles or materials of the quality, size and description herein before mentioned as may be equivalent to the quantities which have been so rejected as aforesaid.
8. All articles or materials supplied in lieu of or in substitution for rejected articles or materials shall in like manner be subject to inspection, rejection and removal as aforesaid as often as the Superintendent shall consider the same necessary.
9. In case of any failure, neglect or refusal on the part of the contractor to supply and deliver any of the said articles or materials as herein before mentioned and of such quality, size and description as aforesaid and at such time or times and in such manner as herein before provided and as often as any such failure, neglect or refusal shall happen it shall be lawful for the Superintendent or any person authorised by him in this behalf to purchase elsewhere and from any person or person or persons whom so ever other than the contractor such quantities of the articles or materials supplied and delivered by the contractor or as may be required in lieu of any articles or materials which have been rejected as aforesaid. In such event the Superintendent is entitled to charge the difference between the price or prices of the articles or materials purchased and the price payable under this contract for such articles or materials. The Superintendent for and on behalf of the purchaser is also entitled to a sum of not exceeding Rs. (Rupees fifty only) for each and every such case of default as and by way of compensation for such breach of contract in addition thereto. The contractor shall pay to and reimburse the Superintendent for and on behalf of the purchaser such difference in price and other money and such compensation as aforesaid within.... days after the same shall have been demanded on the contract or by or on behalf of the purchase.

10. The contractor shall submit and deliver to the Superintendent on or before days of each and every month a bill or bills in duplicate in the form annexed for all articles or materials supplied and accepted under this contract and in default of the contractor so doing he shall on demand pay to the Superintendent for and on behalf of the purchaser for each and every day after the said day of each and every month during which such bill or bills shall not be delivered the sum of Rs. as and by way of compensation for each and every such breach of contract. In the case of bills amounting to Rs. (Rupees twenty- five only) and upwards, the contractor shall submit to receive payment in whole rupees to which and paise forming part of the aggregate sum due on each bill shall be disregarded unless they constitute a fraction equivalent to paise or more when they shall be treated as whole rupees for the purposes of the account. When the totals of the bills amount to less than Rs. 25 (Rupees twenty-five only) they shall be rounded to the nearest multiple of five paise.

ANNEXURE

Form of Supplier's Bill

Name of contractor---

Month and date of supply.	Articles supplied.	Number of quantity,	Reference to supplier's receipts,	Rate per rupee or kg,	Cost,
(1)	(2)	(3)	(4)	(5)	(6)

11. The contractor shall not be in any way interested or concerned directly or indirectly with any of the officers or servants of the said Prison/Borstal School at or of the Prison Department in any trade, business or other transaction whatsoever nor shall the contractor assign or make over this contract directly or indirectly to any person or persons whomsoever or permit any person or persons whomsoever to interfere in the management or performance here of whether under power of attorney or otherwise without the consent in writing of the Superintendent.

12. The contractor shall at all times during continuance of this contract obey and carryout in all things the orders and directions of the Superintendent and of all officers and servants acting under his orders and by him authorized to act in all or any of the matters and things herein contained. The contractor shall save of the Superintendent and of any officer or servant acting and authorized as afore said in all matters relating to or in anywise concerning the constructions of this contract or any matter, clause or thing herein contained. Any question arising the court and every such decision as last aforesaid shall be final and conclusive and altogether

Operative and binding upon the contractor and shall not be subject to question or dispute upon any ground whatsoever.

13. Within days after the delivery and acceptance of any article or material supplied under this contract and the submission and delivery of the bill or bills for the same, the purchaser shall pay or cause to be paid to the contractor for all such articles of materials as herein before mentioned at the price specified PROVIDED always and it is hereby agreed and declared that it shall be lawful for the Superintendent for and on behalf of purchaser to deduct from the amount from time to time payable to be contractor in respect of any such bill or bills the money for the time being payable by the contractor for or in respect of any price, difference in price or compensation as herein before provided or other money for the time being owing by the contractor to the purchaser.

14. Upon the complete fulfilment of this contract by the contractor to the satisfaction of the Superintendent the said sum of Rs.... so deposited by the contractor as aforesaid shall be returned to the contractor.

15. (a) Not with standing the period of one year mentioned in clause one of the Agree mint incase the Superintendent acting for and on behalf of the purchaser shall be at any time desirous of putting an end to this contract or in case the contractor shall fail, neglect or refuse to observe, perform, fulfil and keep it of any one or more of the covenants, stipulations and agreements for the on his part herein contained it shall be lawful for the Superintendent if he shall think fit so to do or on any such failure. Neglect or refusal as aforesaid by writing under his hand put an end to this contract so far as regards the purchaser and there upon every article, clause and things here in contained on the part of the purchaser shall cease and determine and in case any money damages, lessens, expenses, difference in price and compensation shall then or at any time be owing from the contractor to the purchaser it shall also be lawful for the Superintendent, from and out of the said sum of Rs..... so deposited as foresaid and also from and out of any money that may be owing by the purchaser to the contractor, to reimburse to the purchaser all such, money, damages, losses, expenses, difference in price and compensation as the purchaser shall have sustained, incurred or been put to by reason of the contractor having been guilty of any such failure, neglect or refusal as aforesaid or other breach in the performance of this contract or as shall for the time being be owing by the contract; to the purchaser and the balance, if any, due from the contractor shall be liable to be recovered as if it were an arrear or land revenue without prejudice to any other mode, or recovery

b) It is expressly agreed that in case of termination of this agreement due to failure

of the contractor, to comply with all or any of the terms and conditions of this agreement, it shall be lawful for the Superintendent or any Person authorised by him in this behalf to purchase elsewhere and from any person or other than the contractor such quantities of articles or materials as shall not have been supplied and delivered by the contractor and to collect from him the difference between the price or prices of the articles or materials which payable under his contract for such articles and materials.

16. And if the said sum of Rs.....so deposited by the contractor as aforesaid and such other money as aforesaid shall be insufficient to pay and satisfy the whole of all such money, damages, losses, expenses, difference in price and compensation as aforesaid then and recover the residue there of as if the same were an arrear of and revenue or by any other legal proceedings against the contractor upon the covenants and agreement on his part herein contained.

17. In case of failure to complete the supplies within the date of delivery specified in terms of the contract, placed on the contractor in preference to the lowest acceptable offer, in consideration of the offer of the earlier delivery, the difference between the contract rate and that of the lowest acceptable offer shall be recoverable from the contractor.

18. The contractor hereby bind himself that he shall not present any claim due to increase or decrease in the Prison consumption of articles which is dependent on the rise and fall of the prison population and the volume of orders received during the year of contract.

19. The contractor hereby agrees to undertake any risk involved in depositing his security amount with...

20. During the prevalence of any infectious disease in the vicinity of the Prison Borstal School or in the areas from which supplies of all grains, etc. are drawn, the articles shall be liable to be first exposed to the sun outside before being taken in and also if for any other reasons the Superintendent considers exposition of articles to sun necessary.

21. The contractor hereby promise that he shall call at the prison prom play to receive payment in respect of cash payments and pay mints by abstract bills and that he shall encase the abstract bill before the close of the month in which he received the abstract bills.

IN WITNESS where of the contractor and Deputy Inspector General of Prisons, Tamil Nadu acting

for and on behalf of and by the order and direction of the Governor of Tamil Nadu have herein set their respective signatures and seals the day, month and year first above written.

Signed by the above named

In the presence of

Witnesses: -

1. Name:

Occupation:

Address:

2. Name:

Occupation:

Address:

Signed by Thiru

Deputy Inspector General of Prisons, Tamil Nadu acting for and on behalf of and by the order and direction of the Governor of Tamil Nadu. The presence of

Deputy Inspector General of Prisons, Tamil Nadu.

Witnesses—

1. Name:

Occupation:

Address:

2. Name:

Occupation:

Address:

Form No.41. [see rule 186(4)]																					
Register of security deposited by					Prison during the year 20																
Name to Government servant					Particulars of the security bond obtained from the Government servant.																
1	2	3	4	5	Monthly recoveries.																
	Designation	Date of the appointment to the present post.	Amount of security due.	Nature and extent of security (cash or otherwise) already furnished up to 31st December 20	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
			Rs.	Rs.	Rs.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November	December	Totals of columns (7) to (18)	Balance due on 31st. December 20.	Form number prescribed in Rule 186(4)	Amount.
			Rs.	Rs.	Rs.														Rs.	Rs.	Rs.

<p>Form No.43 [see rule 198,588(1) and 823]</p> <p>I hereby certify that convict On warrant No. _____ Committed on the file of the Court has this day</p> <p>Received for escort to been _____ the Prison at handed over for detention in</p>	<p>Form No.43 [see rule 198,588(1) and 823]</p> <p>I hereby certify that convict On warrant No. _____ Committed on the file of the Court has this day</p> <p>Received for escort to been _____ the Prison at handed over for detention in</p>	<p>Form No.43 [see rule 198,588(1) and 823]</p> <p>I hereby certify that convict On warrant No. _____ Committed on the file of the Court has this day</p> <p>Received for escort to been _____ the Prison at handed over for detention in</p>
<p>2. The following property belonging to the prisoner has</p> <p>also been _____ received _____ with him. Handed over</p> <p>Prison 20. _____ } Constable number. _____ Jailer.</p> <p>Instructions. – (1) If the prisoner has no property the fact shall be noted. (2) when a prisoner other than a judgment debtor is received otherwise than by transfer, this form may be used so far as it may be applicable.</p>	<p>2. The following property belonging to the prisoner has</p> <p>also been _____ received _____ with him. Handed over</p> <p>Prison 20. _____ } Constable number. _____ Jailer.</p> <p>Instructions. – (1) If the prisoner has no property the fact shall be noted. (2) when a prisoner other than a judgment debtor is received otherwise than by transfer, this form may be used so far as it may be applicable.</p>	<p>2. The following property belonging to the prisoner has</p> <p>also been _____ received _____ with him. Handed over</p> <p>Prison 20. _____ } Constable number. _____ Jailer.</p> <p>Instructions. – (1) If the prisoner has no property the fact shall be noted. (2) when a prisoner other than a judgment debtor is received otherwise than by transfer, this form may be used so far as it may be applicable.</p>

Form No.44

(see rule198)

Receipt for subsistence allowance, etc., of civil prisoners.

In the Court of
No. Civil suit No. of 20.

Received from the Bailiff, Civil Court Peon, or the detaining Creditor the sum of Rupees as detailed below: -

RS. Np

Subsistence allowance for the defendant from to 20.

at per mensum.

Clothing and bedding money, if any

Cost of conveyance and feeding charges for the journey home

Total ...

Also the following articles of property brought to prison by the debtor in the above suit: -

PRISON }
20. }

Jailer.

Form No.45.

[see rules 214 and 235 (1)]

Abstract of rules relating to the conduct and treatment of prisoners

1.All prisoners are bound to obey the following rules, viz.:-

(1) Not to leave or change their places at meals, or at work, their places of employment, or any parts of the prison in which they are confined without proper authority.

(2) Not to loiter about the wards or cells after the doors have been unlocked, nor in the yards or work sheds at any time.

(3) To march in file in fours and in step when they move about the prison to stand to attention when addressed by or addressing, a Prison officer or visitor, and generally to show respect to such officers or visitors.

(4) Not to communicate or attempt to communicate with any person outside the prison or with any prisoner of a sex or class different from their own, not to enter the area reserved for such class or sex.

(5) Not to communicate with any officer of the warder establishment beyond what is absolutely necessary.

(6) Not to exchange clothes, with other prisoners or to conceal or steal any.

(7) To wear clothing, class badge, ticket or other distinctive mark as ordered, and to parade in lungotties only, when so required.

(8) To keep clothing, bedding, eating and drinking vessels clean and in proper order.

(9) To keep their cells, wards and persons clean and to bathe regularly and thoroughly at the appointed times.

(10) Not intentionally to spill urine or focal matter in the sleeping wards or latrines, nor to urinate or defecate in any parts of the prison not assigned for the purpose.

(11) To use dry earth or any deodorant or disinfectant in the sleeping wards or latrines in the manner directed.

(12) To avoid unnecessary resort to the day or night latrines.

(13) Not to spit on or otherwise soil floors, doors, walls or other parts of the Jail buildings or any articles in the prison.

(14) To take due care of, and not willfully injure, destroy or lose their clothing, bedding, work materials, tools or any other property of Government, nor to tamper with prison doors, windows, locks, lamps or lights.

(15) To report at once any breakage of, or injury to, prison implements or property which they may accidentally occasion.

(16) To perform their allotted tasks or duties diligently and carefully and in strict accordance with the instructions given.

(17) Not to gamble not to play any game that may be approved except at stated times.

(18) Not to sing, talk loudly without necessity, shout use bad or indecent language, quarrel, or be guilty of indecent conduct nor to behave in a disorderly or unseemly manner within congregated for religious ministrations, lectures, etc.

(19) Not to refuse to eat the food prescribed by the prison diet scale.

(20) Not to remove any food from the places where meals are taken, not to conceal any food in the wards or cells, not to barter or exchange food with, or steal the food of other prisoners, not to willfully destroy food or throw it away, nor to remove or make away with any provisions from the store rooms or kitchen without proper authority.

(21) Not to manufacture any article without the knowledge or permission of an officer of the prison.

(22) Not to receive or possess or attempt to receive or possess poisons, liquor, tobacco, snuff opium, betel, are canut, ganja or other drugs; any implements for smoking, matches or explosives; money jewellery, food or clothing, except as allowed by prison rules; letters, postage stamps, playing cards, books paper or writing materials of any description unless specially sanctioned by the Superintendent: and rope string flint, steel, iron or wooden weapon or implement, except such as may be required for work.

(23) To report to the Jailer or nearest accessible prison official if they find any article described in the foregoing rule, or know of any other prisoner possessing it.

(24) To report to the Jailer or nearest accessible prison official any plot, or preparation for escape for an attack upon any prison official or prisoner, or for the commission of any offence, of which they know, or any breach of any prison rule.

(25) To assist the prison officials or Convict officers, if they are attacked.

(26) Not to malingering, willfully aggravate any ailment or attempt to prevent any sore from healing.

(27) Not to make any false, frivolous or vexatious complaint against any Prison Official or prisoner.

(28) To obey every lawful order of the superintendent, Jailer or other prison official.

(29) Not to make groundless complaints.

(30) To submit themselves to weighment and measurement and to be photographed when required to do so.

(31) And generally, to obey all rules and directions which may from time to time be made by competent authority.

2. (1) Legal aid and advice is available to the following categories of prisoners: -

(i) To any prisoner (convict or under trial) with regard to problems relating to their family, property and allied matters other than those arising out of their indictment and conviction;

(ii) Undertrain prisoners who are old and infirm including women, who are pregnant or have babies to be nourished;

(iii) Undertrain prisoners who have spent a period exceeding 3 months in prison and have no means to engage a counsel and

(iv) Undertrain prisoners who have not completed 18 years of age and who should ordinarily be kept away from adults.

(2) Such prisoners desiring free legal aid shall give it in writing to the Superintendent who shall pass on the information to the Duty Counsel of the Tamil Nadu State Legal Services Authority

3. Prisoners committing breaches of prison rules are liable to punishment by the Superintendent or by a Magistrate in accordance with the Prisons Act, 1894, (Central Act IX of 1894) and the rules made there-under.

4. Prisoners' private property will be taken from them on admission and restored on release, subject to such rules as have been framed for the disposal of prohibited, perishable or insanitary articles, etc.

5. Undertrial Prisoners, released from the Court shall claim from Superintendent of the prison concerned their property including cash, if any held in the prison within three months from the date of their release from the Court, failing which the property shall be sold by the Superintendent and the sale proceeds remitted to the Government.

6. Prisoners are entitled to food, clothing and bedding in accordance with the scale laid down from time to time by Government.

7. Every prisoner shall be seen by the Director General of Prisons and Correctional Services once a year, by the Superintendent once a week, and by the Jailer once a day, and every prisoner is at liberty to notice any reasonable cause for complaint. False or frivolous complaints shall render a prisoner liable to punishment, and every complaint shall be made on the first available opportunity in order that it may be investigated promptly.

Form No.46

[see rules 195, 589, 631, 647, 845(2),912, 928, 940(3) and 1090]

Nominal roll of male * convict No.
Nationality, religion and community

, name , residence (village, taluk and district)
, present age years, occupation

Section and Act under which imprisoned and police station and Crime number.	Original sentence or order and date.	Adjudicating Court calendar number of case.	Unexpired term of sentence, after deducting remission earned.	Present state of health fitness to undertake a journey.	Result of appeal (if any).	Conduct in prison.	Remarks.
			Y.M.D.				Remission earned up to end of preceding month days.

FORMS

*Strike out and add 'Female' when necessary.
After the prisoner's number, add his class A or B, according as he is classed as a casual (and whether Star) or Habitual, respectively, and after the letter add the number or previous convictions, thus—No.3742 B-2.

When a journey is about to be undertaken by a prisoner, the role is to be signed by the Medical Officer.
INSTRUCTION. - Personal and descriptive marks are to be given on the reverse when (1) rolls accompany prisoners transferred (2) police assistance is sought for the recapture of a escaped prisoner.

Prison
20

Personal and descriptive marks.

Superintendent.

Form No.47 (i)

[see rules 204(1)(i) and 215 (6)]

[History ticket (for convicts sentenced to one year or less)]

Prison

Register No.

Name of Prisoner

Father's name

Residence

Education

Nationality,

Previous occupation

religion and community

Name of nearest relative and

Relationship

Name of nearest relative and

HabitualCasual

Address

Number of previous convictions

Class

Sentencing Court. . . .		Ball.
Calendar Case No. . . .		Date of release.
Section and Code under which imprisoned, Police Station and Crime number.		Date of rearrests.
Sentence or order. . . .		Number of days at large.
Fine		Fine.
In default		Date of receipt or of intimation of payment.
Date of sentence... ..		Amount Paid.
Date of release		Days remitted.
(excluding remission)		As finally fixed on appeal,
Date of release, if fine not paid ..		Total substantive sentence.
Date of application to appeal ..		Total fine
Date of application for copies of judgment		Total default sentence.
.. ..		Date of release excluding remission.
Date of receipt of copies of judgment		Date of release, if fine not paid.
Date of dispatch of appeal ..		Date of petition to Government (if any).
Date of receipt of appellate order ..		Result of petition.
Result of appeal		Date of Communication to prisoner.
Date of communication to prisoner ..		

Prison	Register Number	Date of admission	On admission.					Diet.
			Age	Weight.	Height.	Health.	Labor.	

Form No.47(i) – con.

Remission							Weighments					
Month	O.	S.	Forfeiture	Total	Initials		Month.	Date	Weight	Month	Date	Weight
					of entering officer	Of Superintendent						
January ,,												
February ,							January	{		July	{	
March							February			August		
April							March			September		
May							April			October		
June							May			November		
July							June			December		
August												
September												
October												
November												
December												
Grand Total				—								

Date	History in Prison offences and punishments, etc	Initials	
	Entries	Of entering officer	of Superintendent

Form No.47 (ii)

[See rule 204(1) (i) and 215 (6)]

(History ticket for convicts sentenced to more than one years).

Register number	Class.
Name of Convict	Number of previous conviction.
Father's Name	
Residence	<u>Habitual</u>
Nationality, religion and community	Casual
Previous occupation	
Education	
Name of nearest relative	
Relationship	
Address	

Prison				
Register number				
Date of admission				
On admission	Age " " "			
	Weight " "			
	Height " "			
	Health " "			
	Labour " "			
Diet " " "				

Date of transfer	From	To	Director General of Prisons and Correctional Services order number and date	Initial's	
				Of entering officer.	of Superintendent.

Form No.47. (ii) – Cont

Register number.

Sentencing Court				
Calendar Case number				
Sections and Code under which imprisoned and Police Station and Crime number				
Sentence				
Fine				
In default				
Date of Sentence				
Date of release (not counting remission)				
Date of release if fine not paid				
Date of application to appeal				
Date of application for copies of judgment				
Date of receipt of copies of judgment				
Date of dispatch of appeal				
Date of receipt of appellate order				
Results of appeal				
Date of communication to Prisoner				
Fine	{ Date of receipt or intimation of payment Amount paid Days remitted			
Bail	{ Date of release Date of re-arrest Number of days at large			
As finally Fixed on Appeal	{ Total substantive sentence Total fine Total default sentence Date of release (excluding remission) Date of release if fine not paid			

Date of petition to Government (if any)

Result of petition

Date of communication to Prisoner

Advisory Board	{ Date eligible Date of Board recommendation Government Order		
----------------	---	--	--

Particulars of escapes and suspensions of sentence.

Form No.47-Cont.

Register number.

Remission			Weight on admission . Kg.										
Year and month.	O.	S and G.C	Forfeiture	Total	Initials		Month	Date	Weight	Date	Weight		
(1)	(2)	(3)	(4)	(5)	of entering officer (6)	of Superintendent (7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
20.													
January ..							January						
February..							February						
March ..							March						
April ..							April						
May ..							May						
June ..							June						
July ..							July						
August ..							August						
September ..							September						
October..							October						
November ..							November						
December ..							December						
20.													
January ..													
February..													
March ..													
April ..													
May ..													
June ..													
July ..													
August ..													
September ..													
October..													
November ..													
December ..													
20													

Special duties, promotions, etc., affecting remission.

Remission.

Month.	Ordinary.	Special.	Forfeiture.	Total.	Initials of Entering Officer.	Superintendent.
January						
February						
March						
April						
May						
June						
July						
August						
September ..						
October ..						
November ..						
December ..						
20.			Grant Total			

Form No.47 (ii)- Cont.

Register number.

History in prison offences and punishments etc.,			
Date.	Entries.	Initials.	
		of entering officer.	of Superintendent.

Class--		Register number and name.		
Date.	Weight.	Entries.	Remission.	Entering Officer.

Form No.47 (iii).

[See rule 204 (1) (ii)]

History Ticket for Clothing and Bedding and letters and interviews for both long and short term Prisoners.

Prison:

C. No.

Name:

Class:

Father's Name:

Sentence:

District:

Date of sentence:

Date of release:

Bedding and clothing.				
Date of issues.			Initials.	
			of entering Officer.	of Superintendent.
Letters and Interview.				
Date of letter sent.	Date of letter received.	Date of interview.	Initials.	
			of entering Officer.	of Superintendent.

Form No.48(i).

[See rule 204 (1) (iii)].

(i) Medical Sheet (for long- term convicts).

Name

Notes by Medical Officer on nature, history, symptoms, etc., of any disease or deformity, if any, on admission .

No.

Age

Sentence

Date of admission to Prison ..

Height

Prophylactic or curative treatment out of hospital, vaccination inoculations, hookworm treatment, etc., with date.

Weight on admission

Health on admission

Class of labour

Changed to

Weight on discharge

Date.	Attendance at and admissions to hospital.	Initials of C.M.O.

Form No.48(ii).

(See rule 834, 204 (i) (iii).)

(ii) Medical sheet for undertrial prisoners.

Name

R.P.No.

Age

Court by which remanded
or committed for trial .

Offence of which accused

Date of admission to Prison

Height

Weight on admission ..

Note by Medical Officer on nature history, Symptoms
etc of any disease or deformity and injury, if any,
found on admission.Prophylactic or curative treatment out of hospital
Vaccination, inoculations hookworm treatment, etc.,
with date.

Health on admission

Injuries, if any

(i) Whether, it is brought to
the notice of the Superintendent/
Magistrate concerned(ii) Alleged reason for the
same by prisoner.(iii) Details of treatment given
For.

Weight on discharge

Date.	Attendance at and admission to hospital,	Initials of M.O.

Form No.50.

[See rule 204 (1) (iv)]

(Medical sheet for short – term convicts)

Name

No.

Age

Sentence

Date of admission to Prison

Height

Weight on admission ..

Health on admission

Class of labour

Changed to .. on .. .

Weight on discharge

Note by medical officer on nature history,
symptoms, etc., of any disease or
deformity, if any, on admission

Prophylactic or curative treatment out
of hospital, vaccination, inoculation hookworm
treatment, etc., with date

Date.	Attendance at and admission to hospital.	Initials of M.O.

Form No.50 – Cont.
[see rule 204 (1) (iv)].

Weighment chart (for Short-term convicts).

Class		Register number and name.		
Physical equivalent (Kgs.) -				
	Prison from which received-			
		INSTRUCTION. - A line shall be drawn across the chart, in red ink, to show weight on admission.		

Instruction – The weights indicated above are to be simultaneously transcribed into the History Ticket.

Form No.51

Cell Door Ticket.

[See rule 321 (1)]

Prisoners confined in cells under Judicial sentence or Prison punishment.

Convict Number

Occupation in Cell.

Whether confinement in cell is

Under Judicial sentence, and

If as a prison punishment, the
Offence.

Period for which to be confined

In the cell.

Date on which placed in the cell.

Date on which to be removed for
the cell.Date on which last in cell
if judicial.

SUPERINTENDENT

Form No.52.
[See rules 437 and 718].
for clothing and bedding of prisoners other than "A" class prisoners.

Indent of the Present daily average population of the prison M. F.	Prison	Description of clothing and bedding.	Number in use (Serviceable)	Number in store.		Total of columns (2) and (3).	Number indented for.	Number and date of order sanctioning the last indent for each article	Number passed by Director General of Prisons and Correctional Services.	Remarks.
				Part- worn.	New.					
		(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)
		Jackets for males
		Breeches for males
		Lungotties for males
		Tro users for Muhamadans
		Sarees for 5.5 metres for females
		Ravikais for females
		Pavadais for females (Christian and Muhamadans)
		Dhavanis for 2 ½ metres for females
		Christian and Muhamadans
		Combs for females
		Napkins for females
		Towels
		Cumbles
		Cumbly hoods
		Suits for cooks (with chefs' caps)
		Aprons for cooks
		Suits for convict warders
		Turbans for convict Warders
		Cotton putties for convict warders
		Cumbly jackets for convict warders
		Sandals for convict warders
		Suits for overseers
		Gingery caps
		Hospital jackets
		Hospital breeches
		Hospital caps
		Hospital cumbles
		Mattresses
		Pillows
		Pillow slips
		Bed sheets, white
		Flannel shirts
		Towels
		Cumbly jackets

*Are common to males and females.

Instruction:- (1) Hospital clothing and bedding should be indented for on this form only.
(2) The supplying prison should be duly advised of the numbers of red and blue caps, red and blue bordered cloths or dhavanis, and red star knitted jackets and caps by required.

Certified that the numbers entered in columns (1) and (2) of this indent (which is designed to meet the requirements of six months only) represent the actual facts as personally verified me on _____; that all additions to new stock in the Registers were made under proper sanction all issues in accordance with the rules, and all condemned unserviceable article written off under my initials; and further that the receipts, issues and balances shown in the Registers have been duly checked by me from time to time and found correct.

20.	}	No.	Sanctioned for supply from the Manufactory of the	Prison.	Superintendent.
-----	---	-----	---	---------	-----------------

Director General of Prisons and Correctional Services.

Form No.53.
[See rules 437 and 718].
for clothing and bedding of "A" class prisoners.

Indent of the Present daily average population of the prison (for A Class prisoners). M. F.	Prison	Description of clothing and bedding.	Number in use (Serviceable)	Number in store		Total of columns (2) and (3).	Number indented for.	Number and date of order sanctioning the last indent for each article.	Number passed by Director General of Prisons and Correctional Services.	Remarks.
				Part- worn.	New.					
		(1)	(2)	(3)		(4)	(5)	(6)	(7)	(8)
		Coats cotton for males Trousers cotton for males Banians cotton for males Lungoties for males Flannel banians * for males Sandals, pairs * for males Handkerchiefs * for males Towels bath * for males Towels face * for males Combs * for males Pillows * for males Pillow slips * for males Mattresses * for males Woollen blankets * for males Covers for mattresses * for males Bedsheets * for males Bodies or jackets for females Petticoats for females Chemises for females Night gowns for females Stocking, pairs, for females Garters, pairs for females Napkin for females								

* Are common to males and females

Certified that the numbers entered in columns (2) and (3) of this indent represent the actual facts as personally verified me on that all additions to new stock in the Registers were made under proper sanction all issues in accordance with the rules, and all condemned unserviceable article written off under my initials ; and further that the receipts, issues and balances shown in the Registers have been duly checked by me from time to time and found correct.

Prison
20

Sanctioned for supply from the Manufactory of the
Prison.
Director General of Prisons and Correctional Services.

No.
Superintendent.

Form No.54.

(See rule 545)

Prison

Dated

20

From

Superintendent of Prisons

Sir,

I request that you will be so good as to furnish me with a copy of the judgement in case

No.

of

on your file, as Convict No.

desires to appeal.

Superintendent

Form No.55.

(See rules 961)

Medical certificate (in certain cases)

I hereby certify that I have examined the individual named in the margin,

in

and that , in my opinion, he ----- in a fit state of health to undergo day's solitary confinement is not ;

is not; -----

proceed on a journey to

clothing is sufficient for the journey.

PRISON HOSPITAL,

-----20

}

Chief Medical Officer

Form No.56

(See rule 627 (3))

List of police registered convicts to be released from the Prison, during the month of 20

Register number	Name of convict	C.I.D. Gang	No. in Gang	C.T.R. number	Father' s name	Residence			Police station where last convicted and crime number	Section under which convicted	Sentence with date	Adjudicating court with calendar number and case	Proposed date of release	Name of the Railway Section to which passported	Remarks
						Village	Taluk	District							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)&(11)	(12)	(13)	(14)	(15)	(16)	(17)

No.

PRISON, Forwarded to the Superintendent of Police, , with reference to rule 627 (3)].

Superintendent

Form No.57

(See rule 630)

List of convicts who died in the _____ Prison during the month of _____ 20____

Name.	Father' s name.	Nationality, religion and Community.	Occupation.	Town or village, taluk and district.	Age.	Description with height and marks of identification.	Section and Code under which imprisoned.	Calendar number of case and sentencing authority	Sentence or order	Date of Sentence or order	Date of death

To

The Commissioner of Police Chennai

Superintendent of Police _____

_____ Prison

_____ 20____

Superintendent

Form No.58

(See rule 635)

Conditions to be assented to by a convicted prisoner prior to release on medical grounds.

Prisoner's name and Nationality, religion and Community –

“ father's name-

“ Village and District

“ crime-

“ sentence-

“ amount of punishment undergone -

“ “ “ not undergone-

No. and date of G.O.sanctioning conditional release on medical grounds-

I, _____ son of _____ of the village of _____ in the district of _____, Convict No. _____ in the prison at _____, being informed that the Governor is pleased to suspend the sentence which I am undergoing on my assenting to the hereinafter-mentioned conditions, do hereby bind myself-

(1)That I will, within fourteen days from the date of my release, present myself to the Superintendent of Police or if he be absent, to the Manager of the office of the Superintendent of Police, _____ to _____ and will produce the copy of the conditions of my release delivery to me by the Superintendent of the Prisons.

Form No.58 – cont.

Conditions to be assented to by a convicted prisoners to release on medical grounds- cont.

(2) That I will henceforth report myself, once in each month at such time and to such officer, as I may be directed by the said Superintendent or Manager.

(3) That I will not quit the said district of _____ without the written permission of the said Superintendent or Manager.

(4) That I will accept and fulfill the conditions on which such permission may be granted.

(5) That I will not commit any offence punishable by any law in force in India.

(6) That I will not associate with notoriously bad characters or lead a dissolute life.

(7) That I will live honestly and peaceably and will endeavor to earn an honest livelihood.

I hereby accept and agree to abide by the above conditions, and I acknowledge that if I knowingly violate any of the above conditions, I hereby render myself liable to be recommended under the provisions of section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) to undergo the unexpired portion of my original sentence.

Prisoner.

Certified that the foregoing conditions were read over to convict No. _____ and accepted by him under section 473 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) in my presence.

Witness. 1. _____

“ 2. _____

_____ Prison

_____ 20

Superintendent

Form No.59

[See rule 326(1) and 636(1)]

Conditions to be assented to by a *prisoner* – (relative or friend of a prisoner) requiring special treatment in a hospital outside the prison in

(Section 39-A of Prisons Act, 1894 Central Act IX of 1894)

Particulars of the prisoner

1. Name of Prison.
2. Name of the Prisoner.
3. Nationality, Religion and Community,
4. Father's name
5. Village and district.
6. Prisoner's number in the Prison Register.
7. Offence for which convicted.
8. Court by which convicted.

Whereas I son of village taluk district *now confined as a prisoner in the Prison at* have been informed by the Superintendent of Prisons of said Prison that I – (have been informed by the Superintendent of the Prison at that the prisoner whose particulars are started above and who is under his custody herein-after referred to as the prisoner) require(s) – special treatment in the hospital at a hospital outside the said prison hospital at an hospital at

and that I (the prisoner) will be sent to that hospital only on my assenting to the conditions herein laid down, I assent to the following conditions and hereby bind myself :-

(1) that I (the prisoner) will immediately on receipt of instructions proceed, under escort, if so ordered, to the hospital at and present myself (himself) to the of the said hospital or his assistant for treatment;

(2) that I (the prisoner) will be an in-patient in the said hospital and shall not go away until formally discharged there from;

(3) that I (the prisoner) will be of good behavior during the period of my (his) stay in the hospital and

(4) that I (the prisoner) will on formal discharge from the hospital after treatment return, under escort, if so ordered, directly to the prison where I – (he) was confined and report myself – (*himself*) to the Superintendent of prison without delay.

I do hereby bind myself to – (that the prisoner will) abide by the aforesaid conditions and if (he knowingly violate (s) – any of them, I shall render myself liable to forfeit to the State Government a sum of Rs. (Rupees (in words) besides rendering myself)-(himself) liable to be re-arrested and sent back to prison to undergo the expired portion of the original sentence.

Witnesses

- 1.
- 2.

Signature

(*Convict No* .(*relative or friend of convict*)

Certified that the foregoing conditions were read over to the executant and assented to by him with reference to section 39-A of the Prisons Act, 1894 (Central Act IX of 1894)

Superintendent,

Prison

Instructions .- The portion in brackets marked by the arteries should be used after striking off the words, italicized, when the bond is to be executed by the relative or friend of a prisoner.

Form No.60

[See rule 635 and 821(5)]

Receipt for under-trial prisoners made over to the Police.

Certified that I have this day received charge of _____ male and female _____
 _____ remand
 _____ under-trial
 Magistrate,
 prisoners for production before the court of the _____
 Sessions

Dated _____ Prison _____ Officer of Police
 20

Note.-*Instruction.*- Form No.61 is to be used when prisoners with further charges pending against them have to be brought back to the Jail.

Form No.61

[See rule 821(7)]

Receipt for under-trial prisoners made over to the Police.
 (To be used when further charges are pending against particular prisoners)

CERTIFIED that I have this day received charge of _____ male and female _____
 _____ remand
 _____ under-trial
 Magistrate
 prisoners for production before the Court of _____ and that I have been
 Sessions

informed that _____ has _____ another charge _____ him
 who ----- to answer ----- pending against -----
 have _____ other charges _____ them

_____ he
 should be brought back to the prison even if ----- be acquitted or discharged in
 they

_____ him
 the present case, and I accept the responsibility of bringing ----- back to the
 them
 prison.

Date 20 _____ Prison, _____ Officer of Police

Form.No.63

(See rule 982)

(Sample form of estimate for a work of petty construction and repairs.)

Details of work	Measurement in metres.					Total quantity of each description of work
	Number	Length	Breath	Depth	Area Or contents	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Teak wood rafter	40	4	0.075	0.075	0.900	
Do.	60	3	0.075	0.075	1.012	
Do.	24	6	0.075	0.075	0.810	2.722 cubic metre
Wire-netting 0.300 m.wide						
20 millimetre mesh metres	200	
25 millimetre screws, doz.	24	
75 millimetre screws, doz.	24	
25 millimetre tack,nails kg.	50	
Bricks for filling	200	
Chunam, paras	10	

Abstract of the above estimate.

Quantity.	Description of work.	Amount	Remarks.
(1)	(2)	(3)	(4)
		Rs. P.	
2.722 cubic metres	Teakwood rafters-Rs.75 per cubic metre	204.15	
200 metre . ..	Wire-netting-Rs.20 per 50 metres	80.00	
24 dozen	25 mm.screw-Rs.0.10P.per dozen	2.40	
24 dozen	75 mm screws-Rs.0.20P per dozen	4.80	
20 kg.	25 mm tack nails-Rs.0.25 P.per kg.	5.00	
200 Bricks	-Rs.4 per 1,000	0.80	
10 paras	Chunam Rs.0.25 P. per kg	2.50	
	Sundries		
	Convict hire excluded	0.35	
	Total	300.00	

(Rupees three hundred only)

Form No.64

(See rule 1009 and 1015)

Stock book of raw materials in the

Prison

Name of article.....

Date	Purchased or brought into stock						Issued		Wastage in conversion of quantity issued	Date of recovery of excess wastage with Superintendent's initials	Balance Quantity number or weight	Initials of Superintendent of Prisons in token of check
	Whence obtained	Number and date of invoice	Quantity, number or weight	Rate,	Value, including railway freight and other incidental charges	Rs. P.	Date of payment with Superintendent initials	Yard or shop	Number and dates of indent	quantity, number of weight		
	Total brought forward from page.	:	:	:	:	:	:	:	:	:	:	:
	Totals, carried over to page..	:	:	:	:	:	:	:	:	:	:	:

Instruction.- The values as well as the quantities or numbers brought into stock and issued shall be totalled and the totals carried forward (columns (2) and (3)

Form No.65

(See rules 1014 and 1016)

Stock book of manufactured articles in the

Name of article._____

[illegible]

[illegible]

Form No.67

(See rule 1023)

Day book of credit sales

Date		
Name of purchaser		
Particulars of articles sold.		
Reference to Pass No.		
Number, quantity or weight		
Reference to page of	Stock book	
	Ledger.	
Particulars of Industries	weaving.	
	Dyeing.	
	Tailoring.	
	Carpentry.	
	Boots.	
	Phenyle.	
	Soap	
	Paper and Binding	
	Tag making	
	Blacksmithy	
	Aluminium	
	Miscellaneous	
Total		
Initials of Superintendent in token of daily check		

Day book of realizations.

Date	Name of purchaser	Particulars of articles sold.	Reference to Pass No.	Number, quantity or weight	Stock book	Ledger.	Particulars of Industries	Total collections on account of	Cash sales	Credit sales	Daily total	Amount remitted into treasury	Challan number and date	Initials of Superintendent in token of daily check

“Ordinary Prison Revenue” includes sale – proceeds of vegetables, etc...unconnected with manufactures.

Form No.69

[See rules 1033(5)]

Register of Inter and Intra departmental supplies.

Serial Number.	Date of invoice.	Name of Prison or other public officer or department supplied	Amount of invoice.	Date of presentation of invoice.	Reason of delay or non-acceptance in whole or in part.	Reference to reminders or other action taken (if any).	Date of receipt of Chalan adjusted by the supplied Officer.	Amount accepted and adjusted by transfer credit	Month in which amount accepted was included in the detailed statement in Form No.33	Date of submission of adjusted chalan invoice with the monthly accounts or separately	Initials of		Remarks
											Store keeper	Superintendent	
(1)	(2)	(3)	(4) Rs.P.	(5)	(6)	(7)	(8)	(9) Rs. P.	(10)	(11)	(12)	(13)	

Form No.70

[See rules 994 and 1034 (1)]

=====

STATEMENT OF THE MANUFACTORY CHARGES AND RECEIPTS OF THE
PRISON DURING THE MONTH OF20

=====

DUE IN THE OFFICE OF THE DIRECTOR GENERAL OF PRISONS AND CORRECTIONAL SERVICES
ON THE LAST DAY OF THE SUCCEEDING MONTH TO WHICH THE STATEMENT RELATES.

Form No.72

[See rules 1010 and 1015(1)]

No. Indent on Manufactory Store – keeper for Raw materials. <i>Counter foil.</i> No. of Yard or Workshop. Articles to be manufactured or other-wise attended to, and reference to serial number and date in Form No.75		No. Indent on Manufactory Store-keeper for Raw Materials Foil. Number of Yard or Workshop. Articles to be manufactured or otherwise attended to and reference to serial number and date in form No.75		No. Memo. of manufactured articles, etc. received from the Workshop in satisfaction.												
Articles.	No.	Weight or length	Articles.	No.	Weight or length	Rate	Value Rs.P.	Page of stock- book	Initials of Superin- tendent in token of check	Date	Articles	Number	Weight or length.	Value. Rs. P.	Page of Transit Register	Initials of Superintendent in token of check.
Initials of the Foreman or warder incharge Date 20			Passed for issue/ (Signature of the Foreman or warder in charge) Date 20						Initials of the Superintendent on complete satisfaction of indent.) Initials of Store keeper.)							
Initials of the Jailer (in token of having passed the issue) Date 20			Initials of Superintendent Date 20 <i>Instructions.- (i) No Supplemental issues on later dates on account of the same manufactured article are to be entered here after acknowledgement by the Foreman or warder.</i> (ii) Additional references should be given to the page of the Gate Register where parties supply raw materials to make up or repair articles.													
Initials of Superintendent (in token of check with Stock-book comparison with the foil and correctness of the issue). Date 20																

Form No.73

[See rules 1014]

Transit register of manufactured articles, etc. received from the workshop.

Date	Full description of manufactured articles, etc.	Number and weight	References to number and date of work-shop or yard indents.	Page of stock, or plant and tools register	Initial of		
					Jailer in token of check and examination of articles.	Store- keeper in token of correct receipt of articles	Superintendent in token of check with indents and stock- book
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Instructions. The entries in columns (1) to (3) are to be made under the control of the Jailer by some subordinate other than the Store-keeper.

Form No.74

(See rules 1018)

List of unsatisfied manufactory indents

[illegible]

Form No.75

(See rules 1019)

Register of orders for execution in the manufactory department.

Serial number	Date of receipt of the order	Name of party giving order		Nature of order	Quantity ordered	Articles supplied		Remarks Explanation of delay, etc.
						Date	Quantity	

Form No.76

(See rule 1038)

Process report of manufacturing operations (on account public departments in the

Prison, for the quarter ending

Departments and others to which supplies are due.	Articles.	Quantity allotted to the Prison	Date of order	Date on which to be delivered	Quantity completed at the end of the proceeding quarter	Quantity completed during the quarter	Total completed	Balance uncom- pleted	Quantity delivered at the end of proceeding quarter	Quantity delivered during the quarter	Total delivered	Balance to be delivered	Remarks – Explanation of delay, etc. for balance in completed.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Instructions .- (i) In this statement each allotment must be shown *separately* until completely worked off and delivered, and each allotment must be worked off in order of receipt before any part of the out turn is credited to a later allotment.

(ii) Completed orders shall not be included in the report if delivery was also effected before the end of the quarter.

PRISON.

20

Superintendent

Form No.77

(See rule 1031)

Received from _____	Received _____	_____ DEPARTMENT
Rupees _____	Rupees _____	_____ being the
_____	_____	_____ the
office _____	office _____	
Station _____	Station _____	
Dated _____ 20 _____	Dated _____ 20 _____	
Rs. _____	Rs. _____	(Signature and Designation).

Form No.79

(See rules 1037)

Monthly

_____ statement of outstanding due to and by the

Half-yearly

manufactory department of the

Prison

Half- year

for the _____ ending

20

Period

(Adjustment through treasury being grouped separately from cash.)

Name	Description appointment or address	Date from which the earliest item of the debt is due	Amount	Remarks. [Here enter particulars of reminders sent or other action taken for recovering long- standing amounts. Also explanation of any failure to comply with rule 1063(2).]

Instruction:- A statement in this form shall be prepared regularly at the end of every month and presented for the Superintendent 's orders. The half-yearly statement to be submitted to the Director General of Prisons and Correctional Services will be fair copies of those relating to June and December.

No.

Submitted to the Director General of Prisons and Correctional Services

Prison
Date

20

Superintendent

Form No.80

[See rules 702 and 1071 (Register No.60)]

Register of in-patients in the

Prison Hospital.

Serial numbers.	(1)	
Register number.	(2)	
Name.	(3)	
Class.	(4)	
Sex.	(5)	
Age.	(6)	
Block, ward of cell.	(7)	
Sentence order,, or committal.	(8)	
Date of sentence; order, or committal	(9)	
Length of imprisonment undergone	(10)	
Work on which employed	(11)	
Disease (to be entered and initialed by Medical Officer).	(12)	
Date on which brought under observation.	(13)	
Date on which admitted to hospital.	(14)	
Result whether discharged, cured, placed in invalid gang or died.	(15)	
Date on which discharged from hospital.	(16)	
The date, in case of death,	(17)	
Reference to page of Hospital Case-Book (Form No.86)	(18)	
Initials of Medical Officer in token of correctness of entries	(19)	

Form No.81

[See rules 702 and 1072 (Register No.61)]

Nominal register of hospital out-patients in the

Prison at

[illegible]

Instructions. - On each date on which out-patient attends, the letter 'a' should be placed opposite his name in the daily column until he is discharged.

Form No.82

[See rules 735 and 1073 (Register No.62)]

Serial number.	
Register number	
Name	
Block, ward or cell	
If from Hospital page of Hospital Register	
Reasons for being placed in the gang and in which of the three classes	
Diet.	
Labour	
Date of being placed in gang.	
If in class (2) or (3), period for which placed in gang.	
Date of discharge from gang.	
How disposed of on discharge.	
Initials of Medical Officer in token of weekly examination.	

Prison

Invalid gang register of the

Instruction :- If more convenient, a separate register may be maintained for each of the three classes.

Form No.83

(See rule 738)

Vaccination Register

Serial number.	Register number.	Name of prisoner.	Date of vaccination.	Result			By whom verified and date of verification	REMARKS- Such as number of vehicles, primary or secondary vaccination, and if subject has signs of former smallpox.
				Successful	Unsuccessful	Unknown.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Instruction. - The date of last examination shall be shown in the remarks column.

Form No.84

[See rules 704, 709 and 1074 (Register No.64)]

Roll of sick, diets and extras in the Prison Hospital

during the month of

20

Date				
Sick in Hospital.	Convicts	M		
		F		
	Under trial prisoners	M		
		F		
	Total	M		
		F		
Detained under observation		M		
		F		
Prison Officers.				
Cooks				
Totties				
Sweepers				
Orderlies				
Attendants on lunatics				
Total				
Hospital Servants.	A Class	Spoon		
		Milk		
		Half		
		Mixed		
		Full		
		Prison		
	B Class	Spoon		
		Milk		
		Low		
		Full		
		Rice		
		Prison		
		Class of Hospital diets		
Perishable Articles	Arrack.	G.		
	Arrowroot	Kg.		
	Barley	G		
	Brandy or rum	G		
	Butter	G		
	Butter Milk	G		
	Bread	Kg.		
	Coconut Oil	G		
	Coffee	G		
	Eggs	No.		
	Fish	G		
	Firewood	Kg.		
	Flour	G		
	Ghee	G		
	Gingelly oil	G		
	Hoppers	No.		
	Limes	No.		
	Plantains	No.		
	Milk	Lit.		
	Mutton	Kg.		
	Rice	Kg.		
	Polong or Sujil	G		
	Sago	Kg.		
	Salt	Kg.		
Sugar	Kg.			
Tea	Kg.			
Initials of Medical Officer				

Form No.85

[See rules 704 and 1075 (Register No.65)]

Prescription book
DatePrescription Book
Date

Prisoner's Register number	Prisoner's Name	Prescription	Quantity	Prisoner's Register number	Prisoner's Name	Prescription	Quantity

Form No.86

(See rule 710)

Hospital case-book

Register number and name of patient-

Present disease.	Class of prisoner with nature and length of sentence (if convicted) State of health on admission to Prison Weight on admission to Prison Weight on admission to Hospital If sentenced to R.I., whether admitted from invalid gang or otherwise. If previously an out-patient, give dates If previously an in-patient, refer to last page of Case-Book INSTRUCTION.- In the event of death, the closing entries should contain a record of the particulars required by section 15 of the Prisons Act 1894 under the Medical Officer's signature.
Month and date	Particulars of patient's previous health, state on present admission, treatment and diet, with daily initials of Medical Officer.

Form No.87(i)

(See rules 709 and 726)

Case sheet.

Class of prisoner with register number and name. Date when first brought under treatment.

Address

Date of admission to hospital.

Age

Date of discharge from hospital

Disease.

Month and date	Particulars of the case and treatment adopted	Diet and extras ordered.

Form No.87 (ii)
(See rule 726)
Temperature chart

Name																					
Date		M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	M.E.	Remarks
C																					F
40																					105 ⁰
																					104 ⁰
																					103 ⁰
39																					102 ⁰
																					101 ⁰
38																					100 ⁰
																					99 ⁰
Normal																					Normal
37																					98 ⁰
																					97 ⁰
Pulse																					
Respiration																					
Ons.																					

Urine:
Remarks.

Form No.88 [See rules 712, 1068(2) (Register No.35) and 1074] Prison		Form No.88 [See rules 712, 1068(2) (Register No.35) and 1074] Prison	
Indent on the Rations Officer for hospital diets and extras required for the sick in hospital on the.....20		Indent on the Rations Officer for hospital diets and extras required for the sick in hospital on the.....20	
Number required	Classes of Hospital Diets	Extras-Articles	Quantities
	EUROPEANS	Arrack Arrowroot Barley Brandy or rum Bread Butter Buttermilk Coffee Coconut oil Eggs Fish Firewood Flour Ghee Gingelly oil Hoppers Limes Plantains Milk Mutton Rice Rolong or Suji Sago Salt	
	INDIANS		
	Spoon		
	Milk		
	Low		
	FULL		
	Total		
	INDIANS		
	Spoon		
	Milk		
	Low		
	FULL		
	Total		
	INDIANS		
	Rice		
	Prison		
	Total		
	Grand Total		
	Arrack Arrowroot Barley Brandy or rum Bread Butter Buttermilk Coffee Coconut oil Eggs Fish Firewood Flour Ghee Gingelly oil Hoppers Limes Plantains Milk Mutton Rice Rolong or Suji Sago Salt Tea		Sugar
	Grand Total		

Chief Medical Officer

Chief Medical Officer

Form No.88

[See rules 712, 1068(2) (Register No.35) and 1074]

Form No.88

[See rules 712, 1068(2) (Register No.35) and 1074]

Prison

Memorandum of admission discharges and charges of diet

Memorandum of admission discharges and charges of diet

[illegible]

Chief Medical Officer

Chief Medical Officer

Form No. 89.
(See rule 690)

Daily return of epidemic sickness, namely , in the Prison for the 24 hours ending 8.am. on the 19.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			(9)
Barrack or yard from which admitted	Average number of persons locked up in the block barrack or yard.	Number of cases from the first appearance of the disease on the up to date.	Number of deaths from the first appearance of the disease on the up to date.	Remaining under treatment as per last return.	Admitted since last return	Total of columns 5 and 6.	Of the total shown in column 7.			Remarks
							Discharged cured.	Discharged otherwise (details to be noted in column 9)	Died	
Quarantine										
Female Yard										
Barrack No.										
Barrack No.										
Barrack No.										
Barrack No.										
Barrack No.										
Barrack No.										
Total										

GENERAL OBSERVATIONS

Prison

Chief Medical Officer.

Superintendent.

Instructions- The Medical Officer should append to this return a note of the results of his investigation held under G.O.No.757, Public, dated 12th September 1893, in to the cause of the epidemic, of the measures which have been taken to arrest the epidemic and their results, of any further measures which are recommended or which are about to be taken , and any other information he may consider of importance.

GOVERNMENT OF TAMILNADU
DEPARTMENT OF PRISONS AND CORRECTIONAL SERVICES
FORM 90

[refer rule 125 (c) and 215(6)]
FRAMEWORK FOR PSYCHOLOGICAL STUDY REPORT OF PRISONER

S.No	PSYCHOLOGICAL STUDY FACTORS	RESPONSE REVEALED SYMPTOMS	PROFESSIONAL INTERVENTION DURING FOLLOW UP	POST INTERVENTION REFERRAL
1.	ORIENTATION	Incarceration stress present	To alleviate stress-Introduction, Ice Breaking Activities & Videos	Counsellors
2.	PERSONAL INFROMATION			
2.1	Prisoner Induction Document (PID) Number:			
2.2	Name with aliases:			
2.3	DoB & Age:			
3.	EDUCATION	Low performance, drop out	Motivate to continue education	Teacher/Skill trainer
4.	EMPLOYMENT HISTORY	(i)Unemployed (ii)change job	Counselling towards (i)Re-entry Planning (ii)Career counselling	Welfare Officer team
5.	FAMILY HISTORY	Family relationship is affected	Counselling to build healthy family relationship and interaction	Welfare officer team
6.	CHILDHOOD	Adverse childhood	Provide counselling to heal and cope up	
7.	SOCIAL HISTORY			
7.1	Home Condition	Broken Family / Vicious Homes	Counselling & Psychoeducation to resolve conflicts and cope up	Welfare officer team
7.2	Home Surroundings	Unsafe environment	Individual counselling to handle the issues	
7.3	Associates	Negative peer influence	Problem solving skills to navigate peer pressure	
8.	LEISURE TIME ACTIVITY	No productive leisure activity	Motivate to develop productive hobby or recreational activity	Welfare Officer team
9.	HABITS	Need Habit pattern change	Counselling & Behaviour Modification techniques	Deaddiction centre
10.	TEMPERAMENT	Difficult temperament	Anger management, practice self-compassion, psychotherapies	Doctor / psychiatrist
11.	CONDUCT	Presence of conduct problem	Behaviour Modification Techniques with Behavioural contracts	Officials/counsellors
12.	SUBSTANCE ABUSE	substance abuse present	Counselling focussed on deaddiction & treatment need	Doctor/psychiatrist
13.	MENTAL ILLNESS	Symptoms of major or minor mental illness present	Counselling / Teach Emotion Regulation & behaviour modification Techniques / create insight if required	Doctor/Psychiatrist / Counsellors /officials
14.	SELF HARM BEHAVIOUR	Self-harm behaviour present	Counsel to cope, direct emotion inward, communicate to others	Doctor/Psychiatrist
15.	SUICIDAL RISK	Presence of Suicidal Risk	Counselling, teach coping & problem-solving skills, strengthen Protective factors-buddy system & Devise safety plan	Doctor, psychiatrist, All level staff
16.	PREVIOUS INSTITUTIONAL RECORD	Criminogenic Risk present	Counselling, devise Behaviour modification program with realistic goals and outcomes.	Officials
17.	PRESENT OFFENCE MOTIVE AND CIRCUMSTANCE	(i)Emotional instability (ii)Intoxication (iii)Intentional	Counselling-(i)Emotion Regulation techniques (ii)Deaddiction treatment motivation(iii) Cognitive restructuring	Officials/Doctor
18.	SEXUAL ORIENTATION	Bullying or abuse present	Counsel to cope, periodic follow up, use buddy system	Doctor and officials
19.	CLASSIFICATION	Sensitive cases/mental illness/ suicidal risk symptoms present	Orientation to classification process	Doctor and officials
20.	Based on Rule 125 of Tamil Nadu Prison Rules 2024 -the psychological assessments suggested-Personality test; Intelligence test; Vocational Aptitude test Other psychological assessment tools as decided by the Director General , Department of Prisons & Correctional Services, Tamil Nadu			

SUMMARY: (A pen picture of the Prisoner in approx. 75 words by the interacting official):

Remarks & Recommendation for further course:

(Psychologist)

(Jailer / Remission)

(Additional / Superintendent)

Form No. 91.

[See rules 126 and 215 (6).]

Social Case Study Report.

Convict No ,, ,, ,,
 Convict Name ,, ,,
 Section under which convicted
 Age ,, ,, ,,

Station:

Date:

4. Companions—

Number of intimate friends.

Their influence on him ,,

5. Leisure time activities

(Games and Sports).

Nativity ,, ,, ,,

Religion ,, ,, ,,

6. Physical and mental condition.

Previous serious physical

Or mental illness

Caste

1. Parents-
 Father's Name ,,
 Age ,, ,, ,,

Profession ,, ,,

Monthly income ,,

Present ailment, if any ,,

7. Present crime history with
 circumstances of the case.

Number of times he has gone
 to prison. Places of
 confinement and terms of
 sentence.

Age ,, ,, ,,

Father- Mother relationship

Personality type ,,

Other relatives -

Brothers ,, ,,

Sister's ,,

8. Employment-

Work done outside and

Monthly income.

Habit of work and application

(Persistant work and

Capacity To work

independently).

2. Family—

Married/Single ,,

Wife's name ,, ,,

Age ,, ,, ,,

Work he wants in prison ,,

Work allotted ,, ,,

To go to School or not

Type of supervision in prison.

Children and their ages

Sons ,, ,, ,,

Daughters ,, ,,

Present where abouts of wife

and children

With whom would he maintain

contacts while in Prison.

Reliability for work in open
 condition

Prison appeal / Private appeal

Present Problem ,, ,,

Treatment ,, ,,

Future plans ,, ,,

Has he a home and work to

go Back

Special remarks, if any

Review ,, ,, ,,

Schooling:-

Standard of education reached.

Reasons for leaving schools

Social Worker

Form No .92.

[See rules 127 (I) and 215 (6)]

CENTRAL PRISON

HISTORY SHEET

- | | |
|--|---|
| 1. Convict number | 11. Prisoner's economic status. |
| 2. Name
Son of | 12. Particulars of free Legal Aid
Rendered. |
| 3. Address | Medical Officer opinion:- |
| 4. Close relatives with their
Address | 13. Work recommended by
The Classification Board |
| 5. Sex and Age | 14. Work Allotted |
| 6. Nationality, Community
And Religion | 15. Promotion if any, in due course |
| 7. Court and Criminal case
Or Summons Case Number | 16. Proposals by the case
Review committee, if any
And the action taken on it |
| 8. Offence | |
| 9. Sentence with date | 17. Details of further review |
| 10. History of the case in
Brief and the circumstances
Leading to Crime. | |

Form No.93

[See rule 1008 (2)]

PURCHASE BOOK

..... PRISON.....

Serial number	Name of the Supplier	Date of receipt of consignment and in pass number	Date of passing	Description of articles	Quantity indented	Quantity received	Articles examined by Super Intendent Additional Superintendent Medical Officer (Initials to be affixed)	Quantity passed with Superintendent's initial	Stock book page number
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Instruction:- There shall be two books, one for the General Department and the other for the Manufactory Department

Form No.94

[See rules 784, 800(2) and 1065(Register No.27)]
GARDEN AND PLOT REGISTER

.....PRISON

Area of the Plot:
Well or Borewell number to which
the plot is attached

Plot Number:

Date of saving and Name of Crop	(1)	
Quantity of seeds shown	(2)	
Whether adequate water is available for irrigation	(3)	
If in adequate, result of action taken to get water	(4)	
Date of visit by Assistant Jailer/ Jailer Superintendent (officer of the Agricultural Department)	(5)	
The remarks of the visiting Officer on the growth of crops	(6)	
Superintendent order	(7)	
Result of action on Superintendent order	(8)	
Estimated yield before harvest	(9)	
Date of harvest and the officer present	(10)	
Actual yield	(11)	
Date of handing over to Deputy Jailer or the concerned	(12)	
Stock book page number and date	(13)	

Instruction :- Columns (5) and (6) shall be filled in by the visiting officer for himself.

[See rules 564 and 1066 (Register No.11)]
REGISTER OF PETITIONS FROM PRISONERS

[illegible]

Form No.95

REGISTER OF CONVICTED PRISONERS SENT TO COURTS.

Serial number	Convict Number and name	C.C.No. and Court in which the prisoner is required	Date of hearing of the case	Date on which the prisoner was sent to Court from the prison	Due date of release in his original sentence	Whether the prisoner was returned from Court and the date of return.	Nature of disposal of the case in column 3.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form No. 96

Vide paragraph 6 of G.O.Ms.No.723, Home, dated 11th March 1980.

PROFORMA

Report of the Probation Officer Regarding Grant of Leave of a Convict (Other than Emergency Leave)

No.

Prison:

Convict No.

Name

Date

1. If the convict under reference is released on parole leave:
 - (a) What will be the reaction in the locality
 - (b) What will be the feelings of the victim's relatives
 - (c) Whether the life of the convict himself will be safe:
2. Whether the concerned local Sub-Inspector of Police has been consulted in the case of first release on parole and if so what are his views.
3. A brief past history and conduct of the convict.
4. Whether his release on leave will be welcomed by the people in the locality.
5. Whether he has got any property of his own and permanent abode if so, the particulars and their probable worth and its address. This information may be gathered in consultation with the Village (Munsiff)
6. (a) Whether there are any persons (relatives or friends) who can stand surety for the prisoners, if so their full address and status
(b) If not, state specifically whether the convict can be released on his own surety bond.
7. In case he was released on leave previously how did he conduct himself during the period.
8. Whether reasons given for his request for leave now are genuine
9. Whether release on leave is recommended.
10. Any other remarks.

Place :

Date :

Signature of the Probation Officer

Note: - All the columns should be filled up completely and accurately. No column should be left blank. Suitable entries like nil Does not arise, etc., should be made invariably.

Form No. 97

See rule 886 (2)

CELL DOOR TICKET**(PRISONERS SENTENCED TO DEATH)**

1. Convict No. and Name ..
2. Sessions case No. and the Convicting Court
3. Date of admission
4. Date of appeal by the prisoner to the High Court.
5. Date of transmission of appeal to the High Court.
6. Date of receipt of order of the High Court
7. Nature of disposal by the High Court.
8. Date of Communication to the prisoner
9. Whether the prisoner is willing to appeal to the Supreme Court.
10. If willing, date of appeal to the Supreme Court.
11. Date of transmission of appeal to the Supreme Court.
12. Date of receipt of order of the Supreme Court.
13. Nature of disposal by the Supreme Court.
14. Date of Communication to the prisoner.
15. Whether the prisoner is willing to prepare mercy petition..
16. If willing, date of mercy petition ..
17. Date of submission of mercy petition to Government.
18. Date of reminders sent
19. Date of receipt of order from Government of Tamil Nadu
20. Nature of disposal
21. Date of Communication
22. Date of forwarding the Mercy petition to the President of India
23. Date of reminders
24. Date of receipt of order from the President of India.
25. Nature of disposal
26. Date of communication to the prisoner.
27. Date of execution fixed
28. Nature of representation of the prisoner, if any, with date and the result of action taken.

Form No. 98

[See rule 1066 (2) (Register No.12)]

PROFORMA**REPORT OF THE PROBATION OFFICER REGARDING PAROLE RELEASE OF A CONVICT**

No. _____ Name : _____
 Date : _____
 Convict No. _____ Prison _____

1. If the Convict under reference is leased prematurely.
 (a) What will be the reaction in the locality
 (b) What will be the feelings of the victim's relatives
 (c) Whether the life of the convict itself will be safe
2. What are the views of the local Sub-Inspector of Police in cases in which premature release of the convict will involve breach of peace in the background on factious party life.
3. A brief past history and conduct of the convict
4. Whether he had undergone any previous convictions.
5. Whether he has got any property of his won and permanent abode If so, the particulars and their probable worth and its address (This information may be gathered in consultation with the Village Administrative Officer)
6. Whether there are any persons, relatives or friends who can stand surety to the prisoner, if so, their full addresses and their status.
7. Whether he has any family attachments and whether there are any friends or relations who can take care of and look after him after his premature release.
8. In case he had come on parole how did he conduct himself during the period.
9. Whether the release of the prisoners prematurely is recommended.
10. Any other remarks.

Place :

Date :

Signature of the
 Probation
 Officer

Instruction : All the Columns shall be filled up completely and accurately. No column shall be left blank Suitable entries like Nil Does not arise, etc, shall be made invariably.

Form No. 99

[See Rule 1078 (1)]

GENERAL SUMMARY

Prison.

For the month of 20.

Of the numbers of all classes of prisoners shown in Statement Nos. I and VI as remaining, admitted and discharged.

(1)	(2)			(3)			(4)			(5)			(6)			(7)		
	Remaining at the end of last month		Total	Received during the month		Total	Total of col. 2 and 3		Total	Discharged from all causes		Total	Remaining at the end of the month		Total	Monthly aggregate no. of each class		Total
Classes of Prisoners	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
Convicts...																		
Under trial...																		
Civil (including state prisoners)																		
Total																		

Instruction- (i) The term "convict" in this and the following statements includes prisoners imprisoned under chapter VIII.Cr.P.C. and such lunatics as are to be so classed agreeably to instruction (iii) infra.

(ii) The term "under trial" includes remanded prisoners, prisoners awaiting trial before Sessions Court, and such lunatics as are to be so classed agreeably to instruction (iii) infra.

(iii) Lunatics dealt with under the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) shall be included under "under trials" if confined under section 369 and under "convicts" if confined under section 374. Convicts who become insane while in prison shall continue to be included under "convicts". Recovered lunatics will be included under "convicts" of originally sent to the Institute of Mental Health under section 374 of Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) Civil lunatics as defined in sub rule 2 of rule 971 of the rules shall be excluded from the returns

(iv) Under the head "Civil" should be included Judgement debtors, revenue defaulters, and such other prisoners as are specially committed to the Civil Prison.

(v) "Monthly aggregate" means the total number of prisoners at lock up each day added together at the end of the month.

Form No.100

[See rule 1078 (2)]

STATEMENT No.1-JUDICIAL (For convicts only)

Showing the number of convicts remaining, admitted and disposed of

Convicts	Males	Females	Total	Remarks
Remaining at the end of last month ..				
Imprisoned during the month				
Received by recapture (a) who escaped during the Current year (b) Who escaped in previous years				State month in which escapes or releases on bail occurred.
Received by recommittal after being released on bail (a) During the current years. (b) In previous years				+ State the Prison.
Received by transfer + From Prison in the State .. From subsidiary jails in the State. + From Prison outside the State				
Received back from hospital or asylum (Rule 636)				
Total population				
Released { on appeal on bail on expiry of sentence (of payment of fine). Under remission rules By order of Governm ent { on account of sickness. - on other grounds..				Vide G.O.No.dated Vide G.O.No.dated
Released temporarily for special treatment in a hospital or asylum (Rule 636).				
Transferred to Institute of Mental Health				
Escaped				
Executed				
Died				
Total disposed of				
Remaining at the end of the month ..				

INSTRUCTION – (i) Convicts shown against the sub-heads “Received by recapture (a) having escaped during the current year” and “Received by recommittal (a) having been released on bail during the current year” shall be excluded from statements II and III of the returns in Form Numbers 101 and 102.

(ii) Under trial prisoners shall, when convicted, be treated as direct committals.

(iii) If a prisoner once gets clear off, even although reapprehended an hour or so, the occurrence must be considered as escape and recapture and must be so accounted for in the returns.

APPENDIX TO STATEMENT No. I

List of adolescent convicts included in Statement No. I

Convict No	Name	Sex	Age	Section and code under which imprisoned	Sentencing court	Sentence	Date of sentence	Previous conviction, if any	

Instruction.- (i) The term adolescent in this Appendix and in Statement No.III in from No.104 means a prisoner under 21 years of age.

(ii) This statement shall the names of all adolescent e., including those who remain from previous months.

Form No. 101

[See rule 1078 (3)]

STATEMENT No. II – JUDICIAL. (For convicts only)

Showing the religion, age, previous occupation and state of education of convicts admitted

A. RELIGION.		Males	Females.	Total.	Remarks.		
Hindus and Sikhs							
Mohammadans							
Buddhists and Jains							
Christians							
All other Classes (to be specified in the 'Remarks' column).							
Total							
B. Age.	Under 18 years						
	19 to 21 years						
	22 to 30 years						
	31 to 40 years						
	41 to 60 years						
	Above 60 years						
Total							
C. Previous Occupation	(1)	(2)	(3)			(4)	
	Males	Married.	Unmarried.	widows	Males.	Females.	
	A. Persons employed under Government or Municipal or other local authorities. B. Professional Persons.. .. C. Persons in service or performing personal offices D. Persons engaged in agriculture and with animals E. Persons engaged in commerce and trade F. Persons employed in mechanical arts, manufacturers and engineering operations, etc G. Miscellaneous persons not classified otherwise						
D. STATE EDUCATION							
LITERATE.		ILLITERATE		TOTAL			
Males.	Females.	Males.	Females.	Males.	Females.		
APPENDIX. Ages of children and adolescents.							
(1) Convicts under 18 years							
(2) Convicts from 18 to 20 years							
(3) Convicts from 21 to 23 years							
(4) Convicts from 24 to 25 years							

Instruction. - (i) The totals shown under "Religion", "Age", "Previous occupation", and "State of Education" shall correspond with the total of the entries in Statement No. I in Form No. 101 under the heads (1) "imprisoned during the month," (2) "Received by re-capture, sub-head (b), and (3) "Received by re-committal after being released on bail," sub-head(b). The entries under sub-head(a) of the last two heads shall be excluded from this statement.

(ii) "Religion" should not be confounded with "castes" or "races."

(iii) Information regarding "Age" and "Previous occupation" shall be taken from columns (12) and 8 of the convicts Register in Form No. 6.

(iv) The aggregate of the totals of Males and Females shown under "Previous occupation" and "state of must agree with the totals shown under" Religion" and "age". 207 - 2 - 51A

Form No. 102

[See rule 1078 (4) and (5)]

STATEMENT NO.III-JUDICIAL. (For convicts only)

Showing the convicts admitted who had been previously convicted

1	2			3			4		5	
	Number imprisoned for the first time in default of finding security under section 129 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) or convicted under Chapters XII, XVI, XVII and XVIII of the Indian Penal Code (Central Act XLV of 1860) with previous convictions under any of those chapters or under section 129 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and classified as habitual.	Once previously convicted.	Twice previously convicted.	More than twice previously convicted.	Total columns A and B.	Number in column (1) identified as habitual offenders before conviction and classified as such by the committing court.	Number in column classified as habitual by the Chief Judicial Magistrate	Number in column classified as habitual by Prison Superintendent	Total	Females under item "G" of the sub-statement against "C.- in Statement No.II Judicial in Form No.103 (For Convicts only)
Number admitted during the month										
M. F Total	M. F	M. F	M. F	M. F	M. F Total	M. F	M. F	M. F	M. F Total	Number prostitutes admitted during the month.
										Number previously convicted.

Instruction. - (1) The numbers shown as "admitted" and "previously convicted" in column 4 though separately required, are also to be included in columns 1 and 2-P, respectively

(2) Column 2-C shall tally with column3-D.

APPENDIX TO STATEMENT No. III

Statement showing the number and manner of recognition of habitual offenders as defined in rules 219-220, of these Rules, who are included in Statement No.III

1		2		3		4		5
Number of convicts admitted during the month		Number in column 1 identified as habitual before conviction and classified as such by the convicting courts.		Number in column 1 classified as habitual by the District Magistrate (not being the convicting court).		Number in column 1 classified as habitual by the prison Superintendent		Total habitual admitted
M.	F.	M.	F.	M.	F.	M.	F.	

Instructions.- In Statement No.III, all prisoners who have been previously convicted for whatever offence shall be included under previously convicted but in the Appendix to Statement No.III only such convicts as fall within the definition of habitual offender shall be shown.

Form No. 103

[See rule 1078 (5)]

STATEMENT No.IV – JUDICIAL. (For convicts only.)
Showing the offences committed by the convicts and the punishments inflicted on them.

	Particulars of headings	Males	Females	Total	Remarks
	<p>OFFENCES.</p> <p>Dealt with by Criminal Courts</p> <p>Minor.</p> <p>Relating to work</p> <p>Relating to prohibited articles.. .. .</p> <p>Relating to assaults, mutiny and escapes .</p> <p>All other breaches of Prison rules</p> <p>Major.</p> <p>Relating to work</p> <p>Relating to prohibited articles</p> <p>Relating to assaults, mutiny and escapes..</p> <p>All other breaches of prison rules</p>				State the nature of the offence.
	Total				
	<p>PUNISHMENTS</p> <p>.. ..</p> <p>Inflicted by Criminal Courts ..</p> <p>Minor .</p> <p>Warnings</p> <p>Separate and cellular confinement</p> <p>Handcuffing</p> <p>Other punishments</p> <p>Major.</p> <p>Separate and cellular confinement</p> <p>Any combination of minor punishments</p> <p>Other punishments</p>				State the punishments awarded.
	Total				

Instructions.- (i) Every punishment is to be shown in the month in which it has been awarded.

(ii) The particulars of "Other punishments" classed as " Minor and Major ", shall be separately entered in the column of

Remarks.

Form No.104
[see rules 1078 (6) and 1053(4)]
STATEMENT No. V. FINANCIAL. (For convicts only)
Showing the employment of convicts

Total number of working days in the month	(1)		Aggregate number not sentenced to labour.	(2)		Aggregate number under sentence to labour	(3)		Aggregate number (column 3) sick.	(4)		Aggregate number (column 3) convalescent and infirm	(5)		Aggregate number (column 3) not employed for other reasons.	(6)		On unremunerative labour	(7)		Prison officers see rule 344	(8)		Cooks, see rules 394 and 395	(9)		Totals	(10)		Sweeper, Prison	(11)		Dhobies	(12)		Barbers	(13)		Masalchis	(14)		Office orderlies	(15)		Store room Orderlies	(16)		Hospital Orderlies	(17)		Total	(20)		Sweepers(sub ordinate quarters)	(21)		Water man(Sub ordinate quarters)	(22)		Attendants on Lunatics	(23)		Sanitary squad	(24)		Malaria gang	(25)		Total	(26)		Total	(27)		Total	(28)		
																		Appendix to Statement V.- Showing the total Number of convicts confined, as well as the number of sick under sentence of labour, on each day during the month.																																																												
																		<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p style="text-align: center;">Dates</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p> </div> <div style="width: 30%;"> <p style="text-align: center;">Total number of convicts remaining each way to agree with General Abstract.</p> </div> <div style="width: 30%;"> <p style="text-align: center;">Number of R.I.convicts sick each with column "Hospital in Labour Register.</p> </div> </div>																																																												
																		<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p style="text-align: center;">Total monthly aggregate of convicts agreeing with column 7 of Genera Summary</p> </div> <div style="width: 30%;"></div> <div style="width: 30%;"></div> </div>																																																												
																		Add aggregate number of sick prisoners included in column 2 of Statement V.																																																												
																		Total monthly aggregate of sick convicts agreeing with abstract of sick return.																																																												
																		Instruction.- The total of the daily figures of convicts remaining on working i.e., after deducting Sundays and holidays equal the sum of the aggregates in Columns 2 and 3 of Statement In the same way the total of the figures of R.I.of convicts sick on working days is to equal the aggregate in column 4 of the same statement																																																												

Form No 104 – cont.
STATEMENT No. V-FINANCIAL (For convicts only)
Showing the employment of convicts-cont.

7-cont											
Aggregate number (column 3) employed on working days-cont.											
On prison services exclusively-cont.											
E			F			G		H	I		
						On Prison buildings					
						Altercation and additions		New prison		Manufactures	
										Convict cloth.	
Vegetable gardening including drawing water for irrigation	(29)	(30)	Farm work.	(31)	(32)	(33)	(34)	(35)	(36)	Total.	
			Dairy.	(31)	(32)	(33)	(34)	(35)	(36)		
			Grass cutting	(31)	(32)	(33)	(34)	(35)	(36)		
			Digging or deepening wells.	(31)	(32)	(33)	(34)	(35)	(36)		
				(31)	(32)	(33)	(34)	(35)	(36)		
				(31)	(32)	(33)	(34)	(35)	(36)		
			Pounding, husking and washing grain.	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)
			Cleaning – condiments and making curry powder	(38)	(39)	(40)	(41)	(42)	(43)	(44)	
			Cleaning tamarind and onions.	(39)	(40)	(41)	(42)	(43)	(44)		
			Drawing water for cooking and drinking purposes.	(40)	(41)	(42)	(43)	(44)	(45)		
Learners.			Prison repairs.	(45)	(46)	(47)	(48)	(49)	(50)		
			Under Superintendent.	(46)	(47)	(48)	(49)	(50)			
			Under P.W.D.	(47)	(48)	(49)	(50)				
			Under Superintendent	(48)	(49)	(50)					
			Under P.W.D.	(49)	(50)						
			Full task.								
			Reduced task.	(50)							

Form No 104 – cont.
STATEMENT No. V-FINANCIAL (For convicts only)
 Showing the employment of convicts-cont.

7-cont											
Aggregate number (column 3) employed on working days-cont.											
On prison services exclusively-cont.											
i-cont.						Manufactures-cont.					
Making up	Full task.					Prison	Full task.				
	Reduced task.	(51)					Reduced task.	(52)			
	Learners.						Learners.				
Tailoring	Full task.					Badges and numbers	Full task.				
	Reduced task.	(53)					Reduced task.	(54)			
	Learners.						Learners.				
Aluminium Works.	Full task.					Baskets and brooms	Full task.				
	Reduced task.	(55)					Reduced task.	(56)			
	Learners.						Learners.				
Book binding	Full task.					Tents.	Full task.				
	Reduced task.	(57)					Reduced task.	(58)			
	Learners.						Learners.				
Cotton weaving.	Full task.						Full task.				
	Reduced task.	(59)					Reduced task.				
	Learners.						Learners.				

Form No. 105

[see rule 1078 (7)]
STATEMENT No.VI

Showing the number and disposal of under trial and civil prisoners.

Classes.	Remaining at the end of last months.		Admitted during the month.		Total.		Released.		Convicted and sentenced (for under trails only.)		Transferred, etc.		Escaped.		Died.		Remaining at the end of the month.		
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	T.
Undertrial Civil Prisoners and others																			

Instructions.- (i) Against the head "Undertrial " shall be shown particulars in regard to all prisoners required to be so classed agreeably to Instruction (ii) to the General Summary.

(ii) See Instruction (iv) to the General Summary.

(iii) Instruction (iii) to Statement No.I in Form No.100 applies equally to undertrial prisoners.

Form No. 106

[see rule 1078 (8)]

STATEMENT No. VII

Statement concerning the detention of under-trial prisoners during the month.

[illegible]

Form No. 108

(See rules 1080)

Report on lunatic prisoners confined under sections 369 and 374 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) in the prison on the 20.

Prison	Date of admission into prison.	No.	1. Name. 2. Sex. 3. Age. 4. Nationality, religion and community, 5. Occupation.	Under what section of the <i>Bharatiya Nagarik Suraksha Sanhita, 2023</i> (Central Act 46 of 2023) confined.	Offence of which accused and date of Government Order.	Date of last inspection and state of prisoner's mind.	Remarks or recommendations.
			1 2 3 4 5				
			1 2 3 4 5				
			1 2 3 4 5				
			1 2 3 4 5				

Submitted to the Director General of Prisons and Correctional Services

PRISON,

Dated

20.

Superintendent

Form No.109

[See rule 1081(1)]

ANNUAL STATEMENT NO. JUDICIAL (For convicts only.)

Showing the convicts admitted into the Prison at _____ during the year 20____ and those remaining on the 31st December of that year according to the nature and length of sentence _____

(1)	(2)										(3)	(4)
Nature of imprisonment of convicts admitted	Numbers according to length of sentences.										Total	Remarks
	A.	B.	C.	D.	E.	F.	G.	H.	I.	J.		
	Not exceeding 1 month	Above 1 and not exceeding 3 months.	Above 3 months and not exceeding 6 month	Above 6 months and not exceeding 1 year	Above 1 year and not exceeding 2 years	Above 2 years and not exceeding 5 years.	Above 5 years and not exceeding 10 years	Exceeding 10 years and excluding imprisonment for life and above.	Sentenced to imprisonment for life and above	Sentenced to death		
	M.	M.	M.	M.	M.	M.	M.	M.	M.	M.	M.	
	F.	F.	F.	F.	F.	F.	F.	F.	F.	F.	F.	
A. Prisoners sentenced to Simple Imprisonment.												
B. Prisoners sentenced to Rigorous Imprisonment.												
C. Prisoners sentenced to Rigorous Imprisonment with Solitary Confinement.												
Total admissions..												

Instructions.-

(i) The fact that fine forms part of the sentence does not affect the classification A to D (Column I)

(ii) For the total " Remaining on 31st December " * Classes A, B, C, must be amalgamated.

(iii) " Admitted" means Received by direct committal, " by re-capture" and by re-committal after being released on bail by an Appellate Court",

Superintendent of Prison.

Form No.110

[See rule 1081(2)]

ANNUAL STATEMENT NO.II (JUDICIAL) (For convicts only.)

Showing the escapes and re-captures of convicts in the Prison at during the year 20

(1)	(2)			(3)			(4)			(5)			(6)
Remaining uncaptured on the 31 st December 20 Of those who escaped during the previous ten years	Escaped during the year			RE-captured during the year			Remained uncaptured			Unexpired portion of sentence of those who escaped during the year.			Remarks
	A.	B.	C.	A.	B.	C.	A.	B.	C.	A.	B.	C.	
	From inside the prison.	From out-side the prison.	Total	Of those who escaped in previous ten years.	Of those who escaped during the year.	Total	Of previous years.	Of the year	Total	Under one year.	Above on and under seven years.	Above seven years.	

Instructions:- (i) The re-capture of a prisoner who escaped more than ten years ago, and who is therefore not included in column I shall be specially noted in the column for remarks.

(ii) The escapes and re-capture shall correspond with the total for the year of entries relating to prisoners escaped and admitted by re-capture in the several monthly Statement No.I.

Superintendent of Prison.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Daily average number of prisoners	Establishment	Dieting	Hospital charges	Clothing and bedding of prisoners.	Sanitation charges	Charges for moving prisoners
	A	A	A	A	A	A
	B	B	B	B	B	B
	C	C	C	C	C	C
	D	D	D	D	D	D
	Permanent.	Rations	Sick diet and extras for patients	Total cost.	Charges for conservancy, cleaning and	Transfer charges and road subsistence of convicts and undertrial prisoners
	Temporary.	Miscellaneous dieting charges including diet of prisoners in hajats and camps	Extras or special diets for weak prisoners not in hospitals	Cost per head of average strength, excluding Civil prisoners	Charges for water supply	Total cost
	Cost per head of average strength	Garden and Agricultural expenses.	Medicines , hospital bedding, clothing etc.,	Proportion of dairy expenses.	Extraordinary charges	Cost per head of average strength.
	Total cost.	Proportion of daily expenses.	Total Cost	Cost per head of average strength.	Cost per head of average strength, excluding Civil prisoners	Cost per head of average strength.
	Undertrials.					
	Civil.					
	Total.					
	Convicts.					

STATEMENT NO.IV (FINANCIAL)

Showing the results of the employment of convicts in the prison of Tamil Nadu during the year 20

(1)	(2)	(3)	(4)		(5)									(6)			(7)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Serial number	Prison	Average number sentenced to labour	Debits.								Credits.									A	B	C	A.	B.	C.	D.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
			A	Cash in hand at the end of 20		A	Cash in hand at the end of 20		A		B	Manufactured articles at the end of 20		B		C	Raw materials at the end of 20		C		D	Amount of outstanding bills due by the prison at the end of 20		D	Amount of outstanding bills due to the prisons at the end of 20		E		F	Plant and machinery at the end of 20		F		G	Amount paid into the treasury by cash or invoice during 20		G		H	Value of prison labour on major works costing over Rs.500		H		I	Total of columns A, B, C, E, F, G H (I) D		I		J	Net profits [difference between the total debit and total credits]		J		K	Average profits per head of number sentenced to labour		K		L	Excess of debits or loss		L		M	Excess of 4 G over 5G or cash loss		M		N	Serial number																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										

Form No 114

[See rule 1081 (6)]

ANNUAL STATEMENT No.VI (FINANCIAL)

Showing the expenditure incurred by Prison officers on the construction of new Prison and on additions alterations and repairs to the building of the _____ Prison during the year 20.

New Prison.		Additions and alterations.		Remarks.
Rs.	P.	Rs.	P.	

Instructions- (i) Particulars of works falling under the head "Petty construction and Repairs." Shall be noted on the reverse of this statement together with the amount drawn from the Treasury and the dates of drawing.

(ii) If any new warders huts were built departmentally, the number of such completed during the year and amount spent thereon shall be noted.

FORM. 115

[See rule 1077, 1081 (7)]

ANNUAL STATEMENT No.VII (VITAL)

Showing the sickness and mortality among the prisoners of all classes in the Prison during the year 20															
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)						Remarks		
							Rates per milli of average strength.								
							A		B		C			D	
							Of admissions into hospital.		Of daily average number of sick		Of deaths from all causes except cholera			Of deaths from all causes both in and out of hospital.	
	M	F	Total	M	F	Total	M	F	Total	M	F	Total			
Convicts															
Undertrials..															
Civil prisoners..															
Total															

Instructions- (i) Reference shall be made to the Engineer of the district to obtain the correct capacity of the prison for the several classes of prisoners particularized below.
(ii) In column 8, sub-head A to D, the ratios shall be arrived at separately, i.e., the ratio of males admitted, sick, dying, etc., being calculated on the average strength of males alone, females on that of females alone, and the total on the total average strength.

Capacity of 4.8 superficial and 16.99 cubic metre to each	Convicts	M.	F.	Total.
	Under trials...			
	Civil.....			
	Total.....			

Chief Medical Officer Superintendent of Prisons

ANNUAL STATEMENT NO. VIII (VITAL)

during the year 20.

[illegible]

* This heading includes all fevers diagnosed as being due to malaria and their direct sequelae, such as enlargement of the spleen, malaria, caehexia, etc. All the diseases shown under respiratory system in the Annual Returns except those already entered in columns D. and G.

Chief Medical Officer

Superintendent of Prisons

Form No.117

[See rule 1081 (9)]

ANNUAL STATEMENT.IX

Showing the working of the remission system during the year 20

Serial number	Prison	Number released during the year who came under the remission system but failed to gain remission	Number of convicts released during the year who gained remission.				Maximum remission in days gained by any convict released during the year				Average remission gained by the convicts entered in columns 4 to 7				Maximum gratuity earned by any convict released during the year.	Average gratuity earned by the convicts entered in columns 4 to 7
			Sentenced to				Sentenced to				Sentenced to					
			(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		
(1)	(2)	(3)	Not exceeding one year	Over one but not exceeding two years.	Over two but not exceeding five years.	Over five years.	Not exceeding one year.	Over one but not exceeding two years.	Over two but not exceeding five-years.	Over five years	Not exceeding one year.	Over one but not exceeding two years.	Over two but not exceeding five-years.	Over five years	(16)	(17)

Instruction – Special remissions or gratuities earned by convicts with sentences of less than six months need not be shown in this form.

Form No.118

[See rule 1081 (10)]

ANNUAL STATEMENT NO. X

Showing the number of visits paid to the prisons during the year 20 by the official and non-official visitors.

Official visitors and number of visits.						
Collector/ Sessions Judge / Assistant Sessions Judge.	Chief Judicial Magistrate /Sub- Divisional Judicial Magistrate, Metropolitan Magistrate and Commissioner of Police	Director of Medical Service and Family Welfare.	Director of Medical Education.	Assistant Director of Public Health and Preventive Medicine	District Educational Officer	Director of Industries and Commerce.
Non-Official visitors (enter name with number of visits)						

1.

3.

5.

7.

2.

4.

6.

8.

Prisons,

Superintendent.

APPEAL REGISTER

[illegible]

[illegible]

Form No. 121

[Sec rule 388 (1)]

ROSTER OF WARDERS DUTIES IN THE
ON THEPRISON
20

Month and date.			Distinguishing numbers.
By day.	Reserve Guard	Sentries	
		Spare	
		Guard Officer	
		Other Petty Officers ..	
	Between gates		
	Condemned Prisoners' Guard ..		
By Night.	Night Standing Guard.	Sentries	
		Spare	
		Guard Officer	
		Other Petty Officers ..	
	Between gates		
	Condemned Prisoners' Guard ..		
	Quarantine Guard		
	Kitchen		
	Hospital		
	Superintendent's quarters		
	Permanent duties.	No. 1 Block	
No. 2 „			
No. 3 „			
No. 4 „			
No. 5 „			
No. 6 „			
No. 7 „			
No. 8 „			
No. 9 „			
No. 10 „			
No. 11 „			
No. 12 „			

Permanent duties	Close Prison	
	Female yard	
	Kitchen	
	Ragi Grinding shed ..	
	Hospital	
	Relieving sentries ..	
	Quarantine Enclosure ..	
	Leather Workshop ..	
	Civil prisoners' yard ..	
Changeable duties.	Tower officers	
	Toti gangs	
	Sweeper gangs	
	Water gangs	
	Garden gangs	
	Farm gangs	
	Rubbish gangs	
	Building gangs	
	Office orderly	
	Bazaar orderly	
	Superintendent's orderly.	
Off duty, full duty		
,, half day		
Absent		
On sick list		
On leave		
Total Strength		
Initials of C. Hd. Wr.		
,, of Jailer		
,, of Superintendent		

Form No. 122
[See rule 478]
DAILY TASK SHEET

Sections:
Number and Name of the Convict,

Nature of task :
Standard task :
Details of articles :

Month, 20

Date.	Details of task performed.	Wages.	Initials of the Foreman.	Initials of Assistant Jailer.
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

Form No. 123

[See rule 483 (1)]

FOR THE MONTH OF.....20

Name of the workshop.

.....Prison,.....

Serial Number	Convict Number	Number of working days.	Rate of wages.	Total wages earned.	Date of credit.	Initials of	
						Accountant.	Superintendent
(1)	(2)	(3)	(4)	(5)	(6)	Additional Superintendent. (7)	

.....Prison.

Receipts.							Disbursements.																				
(1)	Convict Number.	(2)	Name	(3)	Date of receipt	(4)	Amount	(5)	Initials of thumb impression in token of correctness.	(6)	Initials of the Jailer.	(7)	Initials of the Superintendent	(8)	Date of disbursement.	(9)	Amount disbursed.	(10)	Name of disposal when the prisoner is transferred to other jails.	(11)	Signature or thumb impression in token of receipt.	(12)	Initials of the Jailer	(13)	Initials of the Superintendent.	(14)	Remarks. (if any)

Form No.127

(See rule 694)

DAILY REPORT OF PRISONER ON HUNGER STRIKE

- | | |
|--------------------------------------|--|
| 1. Number and name of the Prisoner. | 9. Pulse |
| 2. Date of admission in the Prison. | 10. Blood pressure |
| 3. Date of commencing hunger strike. | 11. Whether the prisoner has taken any nourishment or water. |
| 4. Date of last meal taken. | 12. Whether forcible feeding has been attempted. |
| 5. Weight on admission .. | 13. Any other important particulars. |
| 6. Weight on date or report. | 14. Remarks if any regarding general condition. |
| 7. Temperature | |
| 8. Respiration | |

Place:

Chief Medical Officer,

Date:

.....Prison,

Form No.128

(See rule No.1076 (Register No.67))

Name of the Prison

HISTORICAL REGISTER

Date. (1)	Information concerning the Prison from a Medical point of view useful to succeeding Medical officers. (2)	Signature of the Medical officer with date. (3)

Form No. 129

(See rule No.1088)

CONSOLIDATED INDENT FOR AMMUNITION FOR THE YEAR.....TO.....

Name of the Equipment :

Name of Unit:

Number of Equipments held:

Serial Number. (1)	Nomenclature. (2)	Quantity in forecast for 19 (3)	Annual wastage experience/ Main Scale for number of Equipments upto. (4)	Actual requirements for total number of equipments held by Unit. (5)	Quantity in excess of requirements for cancellation (Column 3 minus Column 5) (6)	Balance Quantity which can be met by J.O.D after issues, if any made against Column 5. (7)	Balance quantity to be arranged by D.G.Os B.G.B.S.F. (column 5 minus column 7). (8)	Remarks by D.G.B.S.G Units for Quantity and Column 6 if quantity in Column 5 not realistic. (9)	Remarks (if any, for surplus issues made by Job order J.O.D.). (10)

Explanations – 'Year' means commencing from the 1st April to 31st March

- Instructions- (i) One proforma to be used for each type/marks of the weapons for which the spares/ components are demanded.
(ii) Columns (7) to (10) to be left blank by the indenting officer.

From No. 130.

[(See rule 353 (2))]

From of bond to be obtained from a prisoner to be sent on parole on the recommendation of the State level Committee .

Whereas I (name).....son of..... inhabitant of (place).....

..... have been ordered to be released by the Government of Tamil Nadu before the date of expiry of my normal period of imprisonment on condition of my entering into a bond to observe the conditions specified hereafter, I hereby bind myself as follows:-

(1) that I shall accept and fulfil all the conditions specified below till the date of expiry of my normal period of imprisonment;

(2) that I shall present myself, within fourteen days from the date of my release, before the Probation Officer of the district to which I belong, or if there is more than one Probation Officer who has jurisdiction over my place of residence, or before any other officer appointed in the place of the Probation officer of the district or the Probation Officer having jurisdiction as aforesaid and shall produce copies of the order of my release and the copy of this bond executed by me;

(3) that I shall submit myself to the supervision of the said Probation Officer or other Officer till the date of expiry of my normal period of imprisonment or for a period of three years from the date of release whichever is earlier;

(4) that I shall keep the said Probation Officer or other officer advised of my place of residence and means of livelihood till the date of expiry of my normal period of imprisonment or for a period of three years from the date of release, whichever is earlier;

(5) that during the period of supervision by the said Probation Officer or other officer;

(a) I shall not quit the said district without the written permission of the said Probation or other officer;

(b) I shall not associate with persons of bad character or lead a dissolute life;

(c) I shall live honestly and peaceably and shall endeavour to earn an honest livelihood;

(d) I shall not commit any offence punishable by any law in force in the Indian Union;

(e) I shall abstain from taking intoxicants;

(f) I shall carry out such lawful directions as may from time to time be given by the said Probation Officer or other Officer for the due observance of the conditions mentioned above.

In case of breach of any of the above conditions on my part, I hereby bind myself and my properties mentioned below to be forfeited to the Government of Tamil Nadu to a sum of rupees and I also agree that the Government of Tamil Nadu may collect the said amount from me either by proceeding against my under mentioned properties or my other properties as if the said amount were an arrear land revenue or by otherwise proceeding against me legally and to render myself liable to be rearrested to undergo the unexpired portion of sentence of imprisonment on the date of release.

Particulars of properties.

(Here enter the particulars of properties.)

Signature or left thumb impression of prisoner.

Dated this day of
Witnesses.

20

1.
2.

Place:

Date:

(To be read over and explained to him in case of an illiterate prisoner)

before me:

Superintendent/Additional
Superintendent of Prison.

From No. 131.
 [(See rule 353 (2))]

From of bond to be obtained from a surety for Prisoner to be sent on parole.

bond executed by him which conditions and terms I am aware of

Whereas.....
 (name of prisoner) Convict No.....
 who is under going imprisonment in.....
 has been decided to be sent on parole and whereas for the said (prisoner.....(name) to be released on parole and to observe and follow the conditions and terms of his release, a surety was required for and whereas I have offered myself and undertaken to stand surety and guarantee in consideration, the prisoner..... (name) being released on parole and of his observing the terms and conditions of his release.
 Now, I stand surety and guarantee for the said prisoner..... (name) and I hereby bind myself as follows:-

2. In case of breach of any of the conditions on the part of the above prisoner, I hereby bind myself and my properties mentioned below to forfeit to the Government of Tamil Nadu the sum of Rs. (Rupees.....)
 and I also agree that the Government of Tamil Nadu may collect the said amount from me either by proceeding against the under mentioned properties or my other properties as if the said amount were an arrear of land revenue, or by otherwise proceeding against me legally.

Particulars of properties.

(Here enter the particulars of

properties.)

Whereas I (name)..... son ofinhabitant of (place)..... do hereby undertake myself to stand as surety for C. No.....(name) son of who is undergoing imprisonment for in the (name of prison)..... in consideration of his being sent on parole as per G.O. Ms. No..... Home, date..... and I hereby bind myself as follows:-

Witnesses.

- 1.
- 2.

Signature of the Surety.

Executed before me.

Signature
(Revenue authorities).

1. I shall be responsible for the above prisoner to fulfil all the conditions specified in the

DHEERAJ KUMAR,
Additional Chief Secretary to Government.